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ABSTRACT

This report provides technical information on an on-line admissions system developed by Montgomery College. Part I, Systems Development, describes the background, objectives and responsibilities, system design, and reports generated by the system. Part II, Operating Instructions, describes input forms and controls, admission system functions, file maintenance, error messages and correction procedures, special functions, and system security features. Flow charts are included to graphically display the various computer processes. Pictures of data displays on computer terminals illustrate the functions and capabilities of the system. (JDS)

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**data
systems
center**

**student system
on-line
admissions**

JN0627

by
Stephen R. White

**OCT
1976**

The manual describes the On-Line Student Admissions System developed by the Data Systems Center. We would like to acknowledge the excellent cooperation and assistance received from other departments within the College community:

Admissions Office, Rockville Campus

Admissions Office, Takoma Park Campus

This is not to say that we are not appreciative of the help we received from within our own center. Being the first on-line system developed by Data Systems, special recognition is due to Mr. Jim Noles, Systems Programmer/Analyst and Mr. Tom Hanlon, Programmer, whose hard work made this system operational. We would also like to thank Mrs. Betty Wang, Director of Systems and Programming, without whose insight, help and coordination this project would not have been possible.

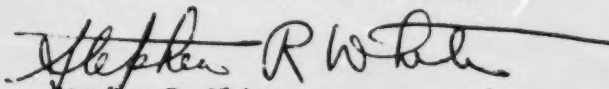

Stephen R. White
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I. SYSTEMS DEVELOPMENT

A. General Description

The Student Admission System encompasses all student related admission transactions. To this end the admission system maintains all data fields in the Student Master File that are considered the responsibility of each respective campus admission's office.

The admission system is a vital part of the Total Information System at Montgomery College. The Total Information System is made up of four subsystems: Student, Finance, Facilities, and Library. A full range of college-wide reporting is also provided along with modeling and simulation services. The subsystems, in turn, are made up of modules. The Admission System module is included in the Student subsystem and provides a linkage to the Finance and Library subsystems.

The admission system will be operated by a general purpose Data Base/Data Communications system leased from I.B.M. The DB/DC system is called Customer Information Control System (C.I.C.S.). Communication with the system will be through IBM 3270 Video Display Units. The design and coding of the programs that process the admission data has been done by the Montgomery College Data Systems staff.

The primary responsibility for maintenance of the admission system rests with the campus admission's office at each campus. Each office is under a Director of Admissions/Records who reports to his respective campus Associate Dean of Students who is under a Campus Dean who reports to the President. The secondary responsibility for maintenance of the admission system rests with Data Systems. The Data Systems Center is a college wide central administration office reporting to the Administrative Vice President who reports to the President.

The basic processing of the admission system is begun when an application for admission is received in the admissions office. The Student Master record is either created or updated at this time using the data supplied by the applicant on the Admission Application. A postcard will be prepared and sent to the applicant to report receipt of the application. Additional processing may be required if the application is not complete (missing transcripts). Processing will be completed when the acceptance decision is made and the appropriate codes are entered. If the applicant is accepted, the system will prepare a Letter of Acceptance to be mailed by the admissions office. If the applicant is not accepted, the admissions office will prepare

and send a Letter of Rejection. Further processing will be required from time to time if the student notifies the admissions office of any change in the initial Admission Application data (i.e., name, address, marital status, etc.). Student I.D. Number changes will also be made, but must be carefully researched due to the impact they may have on other data files.

B. Background

The Student Admissions System is not a new system, but an improvement on the existing one. The old admission system revolved around a two part Admissions Control Card on which data was entered for each admission application or field change. When an addition or change was required, one copy of this document was sent to Data Systems for keypunching and processing while the other copy remained in the admissions office. Since data entered on the card could not be edited immediately, an error listing was usually generated during processing which necessitated corrections. Normal processing of control cards was scheduled for twice each week. Although this was an acceptable turnaround time, each update process required a considerable amount of clerical time as well as computer processing.

The development of the new admissions system is a result of the Total Information System development that was begun nearly five years ago. The new system is in reality an extension of our present system in that only a few new data elements are added to our data base. The on-line technology will have a tremendous impact on the basic method of operations in the admissions area. Data Systems will no longer be a middle man between the admissions office and its data. For the first time since completely manual systems, the admissions office will have direct control over the creation and maintenance of its information.

C. Objectives and Responsibilities

The objective of this system is to help the campus admissions office maintain accurate and complete student records. By doing this, the students will receive constructive advising and proper placement. In fulfilling the above mentioned objective, the computer system plays only a small part. The bulk of the work will still be controlled by the campus admissions offices, through accurate data entry and use of system controls.

Accuracy is a direct result of the amount of time, effort and interest that all parties are willing to put into the system. Every effort will be made by Data Systems to assist each admissions office staff in producing accurate information. The cooperation of each individual is essential in the area of correct input data.

A detailed explanation of the system controls for this system can be found in the Operating Instructions section. It should be noted here, however, that it is the campus admissions office involved who retains final control and accountability for proper operation of the system. Data systems should only be viewed as an assistant in the operation of the system, responsible for prompt and accurate processing of its specific functions.

It is important that any undocumented errors be brought to the attention of Data Systems immediately. Due to the speed with which data is processed through the system, a small error can be compounded into a large one in a very short time. In the final analysis, data accuracy and rigid data control will result in accurate and complete student record files.

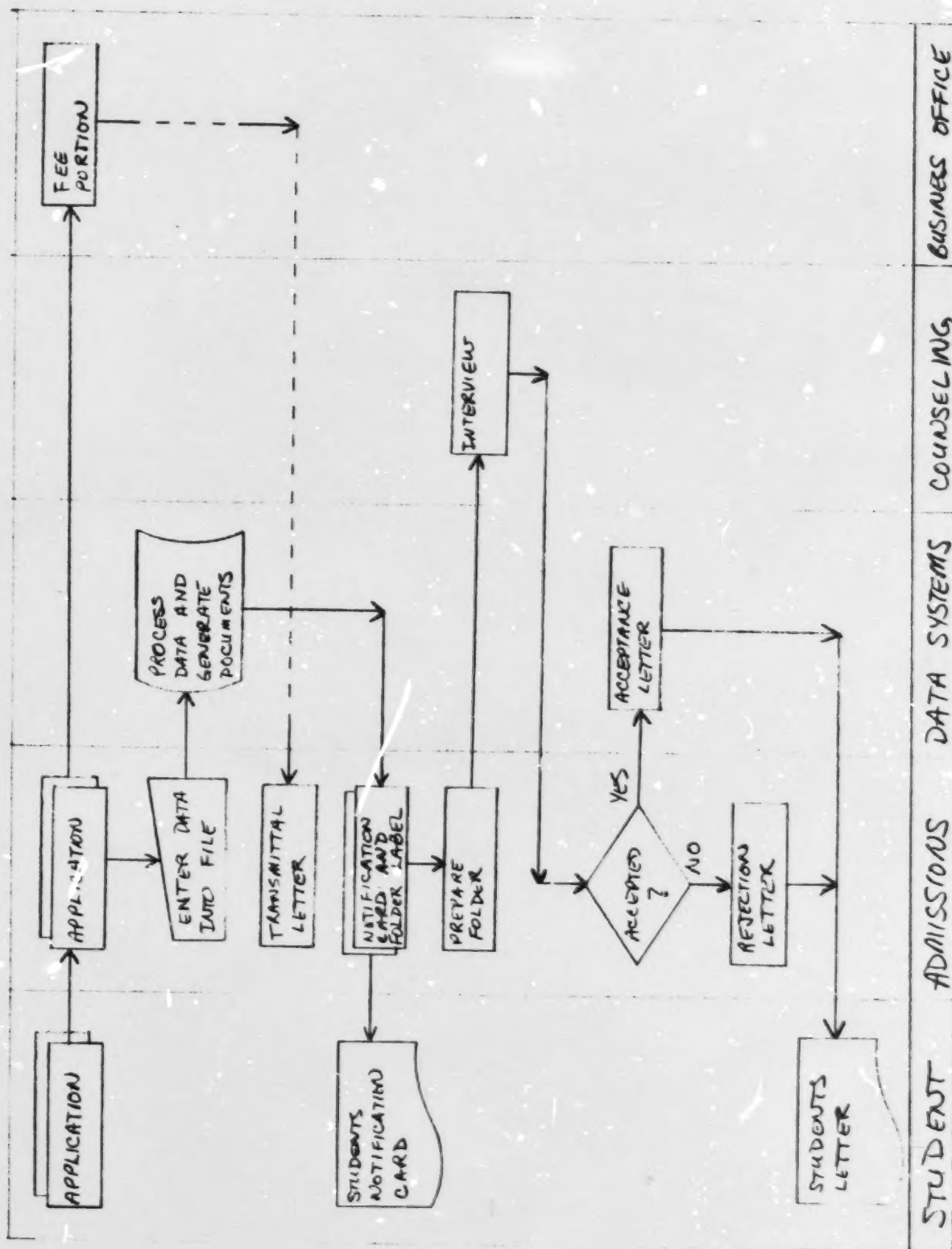
D. System Design

1. General Description and Flow Chart

The following is a step by step procedure of the admissions system for regular admission students. Each step is described in general terms. (As shown on Figure 1)

<u>ACTION BY</u>	<u>STEP NUMBER</u>	<u>ACTION</u>
Student	1.	Complete two (2) part application (Attachment A) and forward to the appropriate campus.
Admissions	2.	Detach application fee.
	3.	Initial and date application in upper right hand corner for fee payments.
	4.	Forward cashier's portion (Attachment B) of application, fee money and transmittal letter indicating the total amount of money received to the campus cashier.
	5.	Review application entries and enter codes on the Data Systems copy of the application.
Data Systems	6.	Create a new record on the Student Admissions File
	7.	Print file folders, labels and notification cards. Forward to Admissions.
Admissions	8.	Pull pending copy of application and using the computer prepared labels, prepare student folder.

<u>ACTION BY</u>	<u>STEP NUMBER</u>	<u>ACTION</u>
Admissions	9.	Mail notification card to student.
	10.	Search miscellaneous files for transcripts and ACT scores. If there is a match, the following steps will be taken: a) Enter transcript and ACT data into Student Admissions File record. b) Place transcript and ACT scores in student folder.
	11.	File student folder in acceptance pending file.
	12.	Post all new transcript and ACT receipts to the Student Admissions File record.
When all Transcripts and ACT scores have been received and the Acceptance decision has been made, the following action will be taken:		
	13.	Record admission decision. <u>NOTE:</u> The advisor and counselor may be assigned at this point.
	14.	Update the Student Admissions File record. Prepare rejection letter if applicable.
Data Systems	15.	Print Acceptance Letter and forward to Admissions Office.
Admissions	16.	Send letter to student.



2. Data Elements for the Student Master File

The Student Master File contains complete records on all students that have been accepted for a future semester, are currently enrolled or have not been away from the college for more than three semesters. The file contains minimum data records for all other applicants or enrollees.

The Student Master File is a variable length VSAM Disk file. Relatively static data such as Student Name, I.D. Number, Sex, and Birth Date is maintained in the fixed length portion of the record (minimum data). Data pertaining to Address, High School, Academic Status, and Class Schedule is maintained as trailer records in the variable length portion of the record.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
I.D. Number	10	Social Security Number or number assigned by admissions department. It is entered from the student admission application. Acceptable number is 1 through 1999999999. No duplicate numbers exist on the file.
Student Name	21	This field is also entered from the admission application. It may be changed but will never be blank.
Campus	1	This field is also entered from the admission application. It may be changed but must be G, R, or T.
Sex	1	This field is also entered from the admission application. It may be changed but must be M or F.
Current Curriculum	2	This field is also entered from the admission application. When first entered it is considered the Curriculum Applied For. It may be changed but must match one of the entries on the Curriculum Table File (SSG).
Semester/Year Applied For	3	This field is also entered from the admission application. It may be greater than or equal to the current semester and year but never less.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Application Date	6	This field is generated by the computer but may be overridden by the terminal operator. The application year must not be less than the current year.
Accepted Date	6	This field is generated by the computer but may be overridden by the terminal operator. The accepted year must be less than the current year.
Residence Code	1	This field is also entered from the admission application. It may be changed but must match one of the following: 1 - County 0 - Senior Citizen 2 - State 3 - Out of State 4 - Employee
County Code	2	This field is also entered from the admission application. It may be changed but must match one of the entries on County Table File (SCY).
Birth Date	6	This field is also entered from the admission application. It may be changed. If changed, the entire field must be reentered, not just month, day, or year.
Semester/Year First Entered	3	This is a computer generated field. The current term semester/year is placed in the record after the semester has started for the students who are enrolled. It is only generated for the student's first semester. May be blank.
Semester/Year Last Attended	3	This is a computer generated field. The current semester/year is placed in the record for those students who are enrolled after each semester is started. May be blank.
Graduate Flag	1	This field is generated by the Grade History System for students who received a certificate or a degree from the College. C = Certificate A = Degree May be blank.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Batch Flag	1	This is a computer generated field. It is a note to the report generation program indicating the reports to be generated for this record. A = Label C = Label and Letter B = Label and Card D = Letter only BLANK = Nothing printed
Batch Date	6	This is a computer generated field. It is a note to the report generation program indicating the date the reports are to be printed.

NOTE: Each time a Student Master record is updated an entry is made in the Daily Transaction Index. If the record is updated in a Partial, Complete, or Walk-In mode, the Batch Date and Batch Flag will be generated. The Update mode will not set either of these fields. If an entry is found in the Daily Transaction Index and the Batch Date is not equal to the Current Date, a Transaction Report record will be generated. If an entry is found in the Daily Transaction Index and the Batch Date is equal to the Current Date, report records will be generated as required by the Batch Flag. These records will automatically generate Transaction Report records.

Date Updated	6	This is a computer generated field. The system date is automatically placed in the record whenever any field is changed.
Number of Segments	2	This is a computer generated field. It contains the number of fixed length segments (trailer records) containing data for this record.

NOTE: Trailer records appear in any given record in sequence by Segment I.D. Number.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
<u>ADDRESS TRAILER</u>		
Segment I.D.	2	Segment I.D. is "02".
Address	26	This field is entered from the admission application or from the change of address form. Maybe blank.
City and State	16	This field is entered from the admission application or from the change of address form.
Zip Code	5	This field is entered from the admission application or from the change of address form. May be blank.
Telephone Number	7	This field is entered from the admission application or from the change of address form. May be blank.
Marital Status	1	This field is entered from the admission application. It may be changed but must be one of the following: BLANK 1 = Single 2 = Married
Race	1	This field is entered from the admission application. It may be changed. It must be blank or match one of the following: 1 = American Indian 5 = White 2 = Black 6 = Other 3 = Oriental 7 = Foreign 4 = Spanish American

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
<u>HIGH SCHOOL TRAILER</u>		
Segment I.D.	2	Segment I.D. is "03".
High School Code	2	This field is entered from the admission application. It may be changed. It must be blank or match one of the entries in the High School Table File (SHS).
High School Name	30	This field is entered from the admission application or is generated by the High School Code. The generated data will replace entered data. May be blank.
High School State Code	2	This field is entered from the admission application or is generated by the High School Code for Montgomery County schools. Generated data will replace entered data. May be blank.
High School Year Graduated	2	This field is entered from the admission application. May be blank.
High School Rank	4	This field is entered from the admission application. May be blank.
High School Class Size	4	This field is entered from the admission application. May be blank.
High School Percentile	4	This is a computer generated field using Class Size and Rank.
High School Grades	4	This field is divided into four (4) areas. The data is entered from the admission application. The sequence of the areas is as follows: English, Math, Science, Social Studies. Any or all of the areas may be blank.
A.C.T. Scores	10	This field is divided into five (5) areas. The data is entered from the admission application. The sequence of the areas is as follows: English, Math, Social Studies, Science, Composite. Any or all of the areas may be blank.
A.C.T. Type	1	This field is entered from the admission application. It reflects the type of A.C.T. data. Blank = Score P = Percentile

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
<u>ACCEPTANCE TRAILER</u>		
Segment I.D.	2	Segment I.D. is "04".
Accept/Reject	1	This field is entered from the admission application. It may be changed. If the student has not been accepted it may be blank, otherwise it must match one of the following: 1 = Accepted 2-6 = Rejected
Acceptance Condition	2	This field is entered from the admission application. It may be changed. If the student has not been accepted this field may be blank otherwise it must match one of the entries in Acceptance Condition Code Table File (SAC).
Country Code	3	This field is entered from the admission application. It may be changed. The code entered must match one of the entries in Country Code Table File (SCT). If no data is entered and the Visa Status is blank, code 297 (United States) will be automatically placed in this field.
Counselor Code	2	This field is entered from the admission application. It may be changed. If a counselor has not been assigned this field may be blank otherwise it must match one of the entries in Counselor Code Table File (SCN).
Adviser (T)	3	This field is entered from the admission application. It may be changed. This field may contain data only if the Campus is equal to "T". The code entered must match one of the entries in Table File SAD. If the Curriculum is equal to 96, 98, or 99 (non-matriculated) this field may be blank.
Adviser Department (R & G)	2	This field is entered from the admission application. It may be changed. This field may contain data only if the Campus is equal to "R" or "G". The code entered must match one of the entries in the Department Description Table File (SDP). If no data is entered and the Campus is equal to "R" or "G" the department code will automatically

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>								
		be generated by using the Advising Department code from the matching current curriculum in the Curriculum Table File (SSG).								
Classification	1	This field is entered from the admission application. It will be changed under program control for continuously enrolled students. It may be changed. If the student has not been accepted, this field may be blank otherwise it must match one of the following: <table><tr><td>1 = New</td><td>5 = Old</td></tr><tr><td>2 = Reenrollee</td><td>6 = Transfer & Reenroll</td></tr><tr><td>3 = Transfer</td><td>7 = Reapply</td></tr><tr><td>4 = New/Degree</td><td>8 = Post Graduate</td></tr></table>	1 = New	5 = Old	2 = Reenrollee	6 = Transfer & Reenroll	3 = Transfer	7 = Reapply	4 = New/Degree	8 = Post Graduate
1 = New	5 = Old									
2 = Reenrollee	6 = Transfer & Reenroll									
3 = Transfer	7 = Reapply									
4 = New/Degree	8 = Post Graduate									
NOTE: After a student has been enrolled for one semester his classification will automatically be changed to 5 (old). This student's classification will remain 5 (old) until the student reapplies for admission.										
Curriculum in Process	2	This is a computer generated field and is used primarily for Special to Regular curriculum changes. The Current Curriculum is moved to this field and the new curriculum is placed into the Current Curriculum field. If the field is equal to Special (99) and the Current Curriculum is not equal to Special and the Curriculum Change Date is equal to the Current Date and the student has been accepted, a Special to Regular Acceptance Letter will be generated.								
Curriculum Change Date	6	The current date is moved into this field whenever a curriculum change is made.								
Off Campus Indicator	1	This is a computer generated field. It is generated by the Registration system. This field will contain a "1" for any student that takes an off campus course; otherwise this field will be blank.								
Complete Withdrawal	1	This is a computer generated field. It is generated by the registration system. When Student Load Hours reach zero for the current semester a "w" is placed into this field; otherwise this field will be blank.								
Class	1	This is a computer generated field. It is generated by the Grade History system. This								

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
		field will contain the following codes: Blank = Not completed one semester 1 = Freshman - Matriculated student earned 27 hours or less. 2 = Sophomore - Matriculated student earned 28 hours or more. 3 = Special - Determined by curriculum. 4 = Early Placement - Determined by curriculum.
Day, Evening, Day/Evening	1	This is a computer generated field. It is generated by the registration system. This field will contain the following codes: 1 = Day - Students with all courses before 5:00 p.m. 2 = Evening - Students with all courses after 5:00 p.m. 3 = Day and Evening - Students with courses before and after 5:00 p.m.
Transfer/Occupational	1	This is a computer generated field. It is associated with the curriculum code. It is generated for new curriculums and curriculum changes. The codes are taken from the Curriculum Table File (SSG) and are as follows: 1 = Transfer Program 2 = Occupational Program 3 = Special 4 = Early Placement
Complete Status	1	This is a computer generated field. It indicates the processing status of the application. Blank = Complete 1 = Partial 3 = Walk-In
Veterans Code	1	This field is entered from the Financial Aid Card form. It may be changed but must match one of the following: Blank = Non-Veteran W = Widow/Wife V = Veteran O = War Orphan R = Voc. Rehab. C = Pension Child S = Active Duty
Veterans Status	1	This field is entered from the Financial Aid Card form. It may be changed but must match one of the following. Blank = No Hours 1 = 5 hours or less 2 = ½ time or 6-8 hours 3 = ¾ time or 9-11 hours 4 = full time or 12 hours or more

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Visa Status	1	This field is entered from the admission application. It may be changed. It may be blank otherwise it must match one of the entries in Visa Table File (SVI).
English Proficiency	2	This field is entered from the admission application. May be blank.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
<u>ACADEMIC STATUS TRAILER</u>		
Segment I.D.	2	Segment I.D. is "05".
Academic Status	1	This field is generated by the Grade History System when grades are prepared or at the end of the semester. The codes are as follows: - Ø = Clear 1 = Honors - Dean's List 2 = Probation Removed 3 = Missing Grade 4 = Academic Probation 6 = Incomplete Grade 7 = Academic Restriction
Current Hours Attempted	3	This field is computed by the Grade History System (99V9). It contains the credit hours attempted for the last semester enrolled. May be blank.
Current Hours Earned	3	This field is computed by the Grade History system (99V9). It contains the credit hours earned for the last semester enrolled. May be blank.
Current Quality Points	3	This field is computed by the Grade History system (99V9). It contains the quality points for the quality point average for the last semester enrolled. May be blank.
Current Quality Point Average	4	This field is computed by the Grade History system (99V99). It contains the quality point average for the last semester enrolled. May be blank.
Current Load Excluding Audit	3	This field is computed by the Registration system (99V9). It contains the total load hours excluding the load hours for audit courses for the semester indicated in the Schedule Data Table File (SCD).
Cumulative Hours Attempted	4	This field is computed by the Grade History system (999V9). It contains the credit hours attempted for all semesters enrolled including the last semester enrolled. May be blank.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Cumulative Hours Earned	4	This field is computed by the Grade History system (999V9). It contains the credit hours earned for all semesters enrolled including the last semester enrolled. May be blank.
Cumulative Quality Points	4	This field is computed by the Grade History system (999V9). It contains the quality points earned for all semesters enrolled including the last semester enrolled. May be blank.
Cumulative Quality Point Average	4	This field is computed by the Grade History system (9V999). It contains the quality point average for all semesters enrolled including the last semester enrolled. May be blank.
Cumulative Hours Earned Not Including Incompletes	4	This field is computed by the Grade History system (999V9). When a student has missing or incomplete grades, the above mentioned current and cumulative fields will contain blanks because averages can not be computed; therefore, this field is computed for all credit hours earned except those with missing or incomplete grades. This field is used to establish registration priority.
Current Campus by Course	1	This field is computed by the Registration system. The semester/year in the Schedule Table File (SCD) determines the semester/year for which this field is computed. This code is used for state aid and revenue allocation purposes. If the student is not taking on-campus courses, this field will contain an off-campus code. If the student is taking any on-campus courses, the field will contain the code representing the campus on which the majority of load hours is being taken. If the load hours are evenly divided, the regular (home) campus field will be moved to this field. The campus codes are as follows: - G-Germantown - N-Takoma Park (off-campus) - O-Rockville (off-campus) - P-Rockville (off-campus) - R-Rockville - T-Takoma Park

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Campus That Received Last P.R. Card	1	This field is computed by the Grade History system. When Permanent Record cards are printed, the students campus code for that semester is moved to this field. This field is used to identify which campus should have the last P.R. card.
Total Semesters at M.C.	2	This field is computed by the Grade History system. It is used for student attrition statistics.
Semester/Year Last Grade History Update	3	This field is generated by the Grade History system. Used for general information and audit trail.
Maryland Transfer College Code	2	This field is generated by the Grade History system. This code is entered on the Advanced Standing Form for students that have transferred in from the most recently attended Maryland college. The codes are found in the Transfer College Table File (STC).
Maryland Transfer College Hours	3	This field is generated by the Grade History system (99V9). This field contains the numbers of credit hours accepted from all Maryland colleges.
Advanced Standing Credit Hours	3	This field is computed by the Grade History system (99V9). This field contains the total number of credit hours accepted from any other college or institution.
Transcript Sent	1	This field is entered from the Record of Transcripts Sent Form. It may be changed but must be G, R, T or Blank. This field is printed on the students P.R. Card to indicate receipt of a free (no charge) transcript.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
<u>STOP REGISTRATION TRAILER</u>		
Segment I.D.	2	Segment I.D. is "06".
Rockville Library Code	1	This field is entered from the Library Delinquent List form. It may be changed but must be "R" or "*". The asterisk will reset the field to blank.
Rockville Library Semester/Year	3	This field is entered from the Library Delinquent List form. The semester code is: 1 = Fall 2 = Spring 3 = Summer The year is the calendar year. This field will be reset to spaces when an asterisk is entered for the Library Code.
Takoma Library Code	1	This field is entered from the Library Delinquent List form. It may be changed but must be "T" or "*". The asterisk will reset the field to blank.
Takoma Library Semester/Year	3	This field is entered from the Library Delinquent List form. The semester code is: 1 = Fall 2 = Spring 3 = Summer The year is the calendar year. This field will be reset to spaces when an asterisk is entered for the Library Code.
Germantown Library Code	1	This field is entered from the Library Delinquent List form. It may be changed but must be "G" or "*". The asterisk will reset the field to blank.
Germantown Library Semester/Year	3	This field is entered from the Library Delinquent List form. The semester code is: 1 = Fall 2 = Spring 3 = Summer This year is the calendar year. This field will be reset to spaces when an asterisk is entered in for the Library Code.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Business Office Code	1	This field is generated by the Billing System.
Balance Due	6	This field is computed by the Billing System.
Delinquent Amount	6	This field is computed by the Billing System.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Number of Sections	2	This field is generated by the Registration System. It contains the number of section records related to this semester. Maximum number is 25.
Date Last Update	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date of the last transaction that altered any semester section data.

FALL SECTION DATA

NOTE: Identical fields occur for Spring and Summer sections.

Date Added	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date the section was added to the schedule.
Date Dropped	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date the section was dropped from the schedule. May be blank.
Section Credit Hours	3	This field is generated by the Registration System from the Schedule File. May be zero. Contains one decimal.
Section Load Hours	3	This field is generated by the Registration System from the Schedule File. May be zero. Contains one decimal.
Audit Indicator / F Grade	1	This field is entered by the Registration System from the Registration document. Blank = normal 1 = audit F = F Grade C = Cancelled
Section Status	1	This field is computed by the Registration System. 1 = Dropped 2 = Active 3 = Reactivated (after 3rd week) 4 = Reactivated (before 3rd week)

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
<u>FALL SECTION TRAILER</u>		
Segment I.D.	2	Segment I.D. is "10".
Calendar Year	2	This field is generated by the Registration System when the trailer record is created. The contents depend upon the year requested by the terminal operator.
Load Hours	3	This field is computed by the Registration System. This is the sum of the Load Hours field for each section. It does not include sections that are inactive. It is recomputed each time a change is made to the section data. May be zero. Contains one decimal.
Date Registered	6	This field is generated by the Registration System when the trailer record is created. The field consists of month, day and year. The field contains the date the Records office entered the initial section data. May be blank.
Date Withdrawn	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date the Records office entered the Complete Withdrawal transaction or spaces. May be blank.
Date Last Add/Drop	6	This field is generated by the Registration System. The field consists of month, day and year. The field contains the date of the last add to or drop from the semester section data. Used internally by the Add/Drop module. If two transactions are processed on the same day, the Add/Drop fee will not be charged twice. May be blank.
Semester Residence Code	1	This field is generated by the Registration System when the trailer record is created. It is copied from the Admissions area Residence Code field. It may be changed by module ADMF.
Payment Flag	1	This field is generated by the Registration system. Will contain "Y" if payment made for semester otherwise blank. Used to determine if student registration should be deleted.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
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SPRING SECTION TRAILER

Segment I.D.	2	Segment I.D. is "20".
--------------	---	-----------------------

NOTE: All other data fields and descriptions are identical to the Fall Section Trailer.

SUMMER SECTION TRAILER

Segment I.D.	2	Segment I.D. is "30".
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NOTE: All other data fields and descriptions are identical to the Fall Section Trailer.

3. Data Elements for the Admission and Registration Statistics File

The Admission and Registration Statistics File contains data on student admissions and student registrations. Admission statistics are maintained for those students that have applied, have been accepted or have been rejected in a given curriculum by Residence Code, Campus and Semester/Year. Registration statistics will be maintained for the number of students registered for a specific number of Load Hours in a given curriculum by Residence Code, Campus and Semester/Year.

The Admission and Registration Statistics File is a fixed length VSAM Disk file. The first four data fields are the key.

<u>Field Title</u>	<u>Length</u>	<u>Field Description</u>
Semester/Year	3	Current or future Semester and Year. Taken from the appropriate Admission or Registration module. Generated if not found on file.
Campus	1	Taken from the appropriate Admission or Registration module. Generated if not found on file. Must be G, R or T.
Residence Code	1	Taken from the appropriate Admission or Registration module. Generated if not found on file.
Curriculum Code	2	Taken from the appropriate Admission or Registration module. Generated if not found on file.
Students Applied	4	Generated by the Admission System. Update for each application.
Students Accepted	4	Generated by the Admission System. Updated for each accepted application.
Students Rejected	4	Generated by the Admission System. Updated for each rejected application.
Students Registered	4	Occurs 25 times. Generated by the Registration System. Updated for each student registered by Load Hour (1 to 25).

E. Reports

Each day reports will be generated reflecting the changes, additions and corrections made to the Student Master file during the previous days processing.

These reports are as follows:

- Folder Label
- Notification Card
- Acceptance Letter
- Transaction Listing
- Incomplete Status Report

1. Folder Label

All admission applications received by Montgomery College are processed by the respective campus admissions offices. The processing cycle includes establishing an Admissions Folder that will contain a copy of all correspondence between the college and the student during the acceptance process.

Folder Labels are printed for each admission application processed. The Folder Labels are printed in a set. The first label is usually placed on the inside of the folder. This label is used as a quick reference for data most frequently required. This label contains the student I.D. number, name, birth date, campus applied, date applied, high school, year graduated and curriculum applied for. The second label is usually placed on the folder tab. This label is used for filing the folder. It contains the student classification, semester and year first entered, semester and year applied and student name. The folders are filed in alphabetical sequence by student name.

111-22-3333

NAME - STUDENT PATRICIA A
BIRTH DATE - 06/15/35
CAMPUS - TAKOMA PARK
APPLIED - 09/24/76
ACAD. HOLY NAMES, SILVER SPRING MD
GRAD. HS 1953
CURR. - SPECIAL

SPECIAL
SPRING 77 STUDENT PATRICIA A

123-45-6789

NAME - STUDENT SALLY M
BIRTH DATE - 02/21/56
CAMPUS - TAKOMA PARK
APPLIED - 09/24/76
GED HS EQUIV.
GRAD. HS 1974
CURR. - DENTAL ASSISTANT

SPRING 77 STUDENT SALLY M

123-12-1234

NAME - STUDENT WAYNE J
BIRTH DATE - 07/04/53
CAMPUS - TAKOMA PARK
APPLIED - 09/24/76
DEMATHA HYATTSVILLE
GRAD. HS 1971
CURR. - PRE-PHARMACY

RE-ENROLLEE
SPRING 77 STUDENT WAYNE J

FALL 71

MD

2. Notification Card

Another by-product of the admission application processing cycle is the Notification Card. These cards are used to notify the applicant that his application has been received and is being processed.

Notification Cards are printed for each admission application processed. Each card contains the applicants name, address and zip code.

CONTROL DATA CORPORATION - BALTIMORE

Director of Admissions and Records
MONTGOMERY COLLEGE
51 Mannakee Street
Rockville, Md. 20850

Address Correction Requested

FIRST CLASS
U. S. POSTAGE
PAID
ROCKVILLE, MD
PERMIT NO. 53

MORANDESLAMI FARIVAR
4818 BRADLEY BLVD #22
CHEVY CHASE MD 20015

WE HAVE RECEIVED YOUR APPLICATION FOR ADMISSION
AND ARE PLEASED BY YOUR INTEREST IN MONTGOMERY
COLLEGE. WHEN ALL THE DATA NECESSARY TO PROCESS
YOUR APPLICATION HAVE BEEN RECEIVED, YOU WILL BE
NOTIFIED OF THE DECISION OF THE ADMISSIONS OFFICE.

DIRECTOR OF ADMISSIONS AND RECORDS
MONTGOMERY COLLEGE
ROCKVILLE CAMPUS

DP-11 (2/1/73)

3. Acceptance Letter

The Acceptance Letter is a two (2) part report which is also a by-product of the application processing cycle. The original is sent to the applicant. The copy is placed into the applicant's Admission Folder. The Acceptance Letter is used to notify the student of his acceptance or tentative acceptance, depending upon successful completion of specific conditions (receipt of transcripts, language requirements, etc.). An Acceptance Letter is also printed for students who change from Special to a specific curriculum.

The Acceptance Letter performs two (2) functions. The first is to notify the applicant of acceptance. The second is to request verification of data that may have been erroneously recorded. The data to be verified is as follows: Social Security Number, Campus Visa Status, Race, Residence Status, Name, Address, City and State, Zip Code, Telephone, Curriculum, Birth Date, Financial Aid and Veterans Status, Semester and Year First Entered, Year Graduated From High School, High School Name and Country of Citizenship.

MONTGOMERY COLLEGE



A two year public community college

ROCKVILLE MARYLAND 20850 (301) 762-7400

SEPT. 26, 1976

STUDENT MARIE T
2014 BALTIMORE RD
ROCKVILLE MD 20853

DEAR APPLICANT:

WE ARE PLEASED TO INFORM YOU THAT YOUR APPLICATION FOR ADMISSION TO MONTGOMERY COLLEGE HAS BEEN CAREFULLY CONSIDERED BY THE ADMISSIONS COMMITTEE AND THAT YOU HAVE BEEN ADMITTED TO THE COLLEGE.

FOR FALL 1976, YOU WILL BE REQUIRED TO PRESENT THIS LETTER IN ORDER TO REGISTER.

CAMPUS: ROCKVILLE

CURRENT RESIDENT STATUS: MONTGOMERY COUNTY

CURRICULUM: HM-HOTEL MOTEL

ADVISING DEPARTMENT: MANAGEMENT TECH.

SINCERELY YOURS

DIRECTOR OF ADMISSIONS AND RECORDS

PLEASE CAREFULLY REVIEW THE FOLLOWING INFORMATION IF THERE ARE ANY CORRECTIONS OR ADDITIONS. ENTER THE CORRECT INFORMATION AND RETURN TO THE ADMISSIONS OFFICE

SOC SECURITY NO		CAMPUS		VISA STATUS		RACE		RESIDENCE STATUS		
111-22-3333		ROCKVILLE				CAUCASIAN		MONTGOMERY COUNTY		
NAME LAST FIRST INITIAL					STREET ADDRESS					
STUDENT MARIE T					2014 BALTIMORE RD					
CITY AND STATE					TELEPHONE		CURRICULUM			
ROCKVILLE MD					20853		555-1212		HM-HOTEL MOTEL	
BIRTH DATE	SEX	MARITAL STATUS		APPLIED FOR FINANCIAL AID		VETERAN'S BENEFITS		ORIGINAL SEM. ENI		
10/11/26	FEMALE	SINGLE						FALL 1976		
YEAR GRAD FROM HS		HIGH SCHOOL NAME CITY AND STATE				COUNTRY CITIZENSHIP				
1945		IMMACULATA DETROIT				USA				

4. Transaction Listing

The Transaction Listing is a two (2) part report that contains selected data for all student records that have been altered during the previous days processing. The listing also contains data for applicant records that generated Folder Labels, Notification Cards and Acceptance Letters.

The Transaction Listing provides both Data Systems and each campus Admissions Office with a modified transaction audit trail. The data printed is as follows: I.D. Number, Name, Campus, Adviser, Semester and Year Applied, Semester and Year Last Enrolled, Semester and Year First Entered, Curriculum Code, Form Printed Code, Resident Code, County Code, Country Code, ACT Scores, High School Code, High School Year Graduated, Percentile, High School Grades, Load Hours, Classification, Marital Status, Sex, Vertans Code, Birth Date, Acceptance Condition and Month/Day Last Updated.

It should be noted here that a complete transaction audit trail is built into the Admissions System. Every record that is created, changed or removed is recorded onto a special Journal File that may be used to recreate the Student Master file if the need arises.

5. Incomplete Status Report

The Incomplete Status Report is a multiple copy report that contains data for student records that have not been completed (still classified as Walk-In or Partial) for a given semester. This report may be printed daily, but is usually printed weekly or when requested.

The Incomplete Status Report contains the following data: I.D. Number, Name, Campus, Last Date Updated, Semester and Year Applied For and Complete Status.

II. Operating Instructions

A. Input Forms and Controls

As mentioned in the Background section, the Admission System described here is not a new system, but an improvement on the existing system. Therefore, in order to provide continuity between systems, form changes have been kept to an absolute minimum.

1. Admission Application (Applicant)

The Admission Application is a five (5) part document that is filled out by the applicant and sent to one of the Montgomery College Admission Offices. The five (5) parts of the document are as follows:

1. Admission Application (Applicant)
2. Admission Application (Internal)
3. Cashier's Copy
4. Secondary School Record Transcript
5. Health Information Form

This document initiates the admission procedure for each student. When the document is received, parts one (1) and two (2) are placed in a temporary admission folder. Part three (3) is sent to the Cashier's Office. Part four (4) has usually been removed by the applicant prior to submission of the document. If it is still in the document, it is discarded. Part five (5) is sent to the campus nurse's office.

MONTGOMERY COLLEGE ROCKVILLE CAMPUS • TAKOMA PARK CAMPUS ROCKVILLE, MD 20850 TAKOMA PARK, MD 20012 CAMPUS AT GERMANTOWN GERMANTOWN, MD 20767		ADMISSION APPLICATION		PART I ADMISSIONS OFFICE USE FEE PAID INITIAL DATE	
• READ INSTRUCTIONS • PRINT CLEARLY • PRESS FIRMLY • COMPLETE ALL ITEMS					
SOCIAL SECURITY NO		LAST NAME, FIRST, INITIAL		MAIDEN NAME	
DATE OF BIRTH MO DAY YR		SEX M ☐ MALE F ☐ FEMALE		TELEPHONE	
HIGH SCHOOL FROM WHICH GRADUATED		PRESENT HOME ADDRESS			
City State		Number and Street City Zip Code County			
IF YOU DID NOT GRADUATE FROM HIGH SCHOOL DO YOU HAVE A GENERAL EQUIVALENCY DIPLOMA 1 ☐ YES 2 ☐ NO		YEAR GRADUATED FROM HIGH SCHOOL OR PASSED GED 19		MARITAL STATUS 1 ☐ SINGLE 2 ☐ MARRIED	
ARE YOU A U.S. CITIZEN? 1 ☐ YES 2 ☐ NO IF YES, CHECK RACE →		RACE (REQUIRED BY U.S. OFFICE OF EDUCATION) 1 ☐ AMER INDIAN 4 ☐ SPANISH AMER 2 ☐ BLACK 5 ☐ WHITE 3 ☐ ORIENTAL 6 ☐ OTHER			
CAMPUS YOU PLAN TO ATTEND H ☐ AT ROCKVILLE T ☐ AT TAKOMA PARK G ☐ AT GERMANTOWN		ATTENDANCE PLANS 1 ☐ FULL TIME 2 ☐ PART TIME 3 ☐ SPECIAL (NON DEGREE) 4 ☐ EARLY PLACEMENT		SEMESTER FOR WHICH APPLYING 1 ☐ FALL 2 ☐ SPRING 3 ☐ SUMMER 19	
ARE YOU APPLYING FOR VETERANS BENEFITS? 1 ☐ YES 2 ☐ NO		ARE YOU PLANNING TO APPLY FOR FINANCIAL AID? 1 ☐ YES 2 ☐ NO			
CURRICULUM DESIRED (See College curriculums list) If undecided print <u>UNDECIDED</u>					DO YOU PLAN TO WORK WHILE ATTENDING COLLEGE? 1 ☐ YES 2 ☐ NO
HAVE YOU EVER APPLIED TO MC PREVIOUSLY? 1 ☐ YES 2 ☐ NO →		CAMPUS APPLIED		SEMESTER APPLIED	
				DID YOU REGISTER FOR CLASSES? 1 ☐ YES 2 ☐ NO	
				LAST SEMESTER AND YEAR ATTENDED	
PARENT'S ADDRESS (If you are under 18 years of age) ☐ Same as above			HAVE YOU LIVED AT PRESENT ADDRESS FOR AT LEAST SIX (6) MONTHS? If No, list last previous address: ☐ Yes ☐ No City State How long at last address: Years Months County		
FOREIGN STUDENTS COMPLETE THIS SECTION					
DATE OF ENTRY TO U.S.		VISA TYPE		COUNTRY OF ORIGIN	
ALL APPLICANTS COMPLETE THIS SECTION					
EDUCATION (DO NOT LIST HIGH SCHOOL)			EDUCATIONAL INSTITUTION		
EDUCATION (DO NOT LIST HIGH SCHOOL)			EDUCATIONAL INSTITUTION		
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2. Admission Application (Internal)

This form is basically a copy of the first form, the difference being in the lower third of the form. In this area the Admissions office enters appropriate admission acceptance/rejection data and residence information.

Most of the data fields on this form contain the associated data codes (Marital Status - 1 or 2, Campus - R, T or G, etc.). Ten (10) data fields contain codes that are too numerous to print on the form or list in this document. The codes and their definitions may be found in the following Table Files:

- a. SAC - Acceptance Letter Messages
- b. SAD - Adviser Names
- c. SCN - Counselor Names
- d. SCT - Country Names
- e. SCY - Maryland and Local County Names
- f. SDP - Department Names
- g. SHS - Local High School Names
- h. SSA - State Abbreviations
- i. SSG - Curriculum Names
- j. SVI - Visa Codes

Listings for these Table Files may be obtained from Data Systems at any time.

This form will be processed under the appropriate option of function "ADMA."

MONTGOMERY COLLEGE ROCKVILLE CAMPUS • TAKOMA PARK CAMPUS ROCKVILLE, MD. 20850 TAKOMA PARK, MD. 20012 CAMPUS AT GERMANTOWN GERMANTOWN, MD. 20767				ADMISSION APPLICATION				PART I ADMISSIONS OFFICE USE FEE PAID INITIAL _____ DATE _____	
• READ INSTRUCTIONS • PRINT CLEARLY • PRESS FIRMLY • COMPLETE ALL ITEMS									
SOCIAL SECURITY NO.			LAST NAME, FIRST, INITIAL				MAIDEN NAME		
DATE OF BIRTH MO DAY YR		SEX M ☐ MALE F ☐ FEMALE		TELEPHONE		PRESENT HOME ADDRESS			
HIGH SCHOOL FROM WHICH GRADUATED						Number and Street		City	
City						State		Zip Code	
IF YOU DID NOT GRADUATE FROM HIGH SCHOOL DO YOU HAVE A GENERAL EQUIVALENCY DIPLOMA 1 ☐ YES 2 ☐ NO		YEAR GRADUATED FROM HIGH SCHOOL OR PASSED GED 19		MARITAL STATUS 1 ☐ SINGLE 2 ☐ MARRIED		ARE YOU A U.S. CITIZEN? 1 ☐ YES 2 ☐ NO IF YES, CHECK RACE →		RACE (REQUIRED BY U.S. OFFICE OF EDUCATION) 1 ☐ AMER INDIAN 2 ☐ BLACK 3 ☐ ORIENTAL 4 ☐ SPANISH AMER 5 ☐ WHITE 6 ☐ OTHER	
CAMPUS YOU PLAN TO ATTEND R ☐ AT ROCKVILLE T ☐ AT TAKOMA PARK G ☐ AT GERMANTOWN		ATTENDANCE PLANS 1 ☐ FULL-TIME 2 ☐ PART-TIME 3 ☐ SPECIAL (NON-DEGREE) 4 ☐ EARLY PLACEMENT		SEMESTER FOR WHICH APPLYING 1 ☐ FALL 2 ☐ SPRING 3 ☐ SUMMER 19		ARE YOU APPLYING FOR VETERANS BENEFITS? 1 ☐ YES 2 ☐ NO		ARE YOU PLANNING TO APPLY FOR FINANCIAL AID? 1 ☐ YES 2 ☐ NO	
CURRICULUM DESIRED (See College curriculums list) If undecided print <u>UNDECIDED</u>								DO YOU PLAN TO WORK WHILE ATTENDING COLLEGE? 1 ☐ YES 2 ☐ NO	
HAVE YOU EVER APPLIED TO MC PREVIOUSLY? 1 ☐ YES 2 ☐ NO		CAMPUS APPLIED		SEMESTER APPLIED		DID YOU REGISTER FOR CLASSES? 1 ☐ YES 2 ☐ NO		LAST SEMESTER AND YEAR ATTENDED	
PARENT'S ADDRESS (If you are under 18 years of age) ☐ Same as above					HAVE YOU LIVED AT PRESENT ADDRESS FOR AT LEAST SIX (6) MONTHS? If No, list last previous address: ☐ Yes ☐ No City _____ State _____ How long at last address _____ Years _____ Months _____ County _____				
FOREIGN STUDENTS COMPLETE THIS SECTION									
DATE OF ENTRY TO U.S.		VISA TYPE		DATE ISSUED		EXPIRATION DATE		COUNTRY OF ORIGIN	

APPLICATION DATE MO DAY YR		HIGH SCH CODE	COUNTY CODE	VISA STATUS	CURR CODE	STUDENT CLASSIFICATION				
						1 ☐ NEW 2 ☐ REENROLLEE 3 ☐ TRANSFER	4 ☐ NEW/DEGREE 5 ☐ TRANSFER & REENROLL 7 ☐ REAPPLY	8 ☐ POST GRADUATE 9 ☐ SPECIAL TO REGULAR		
H.S. RANK	IN CLASS OF	HIGH SCH. GRADES ENG MATH SCIEN SOC S			ACT PERCENTILE SCORES		ENGLISH PROFCY	ACCEPT/REJECT	ACCEPT COND CD	DATE ACCEPTED MO DAY YR
RESIDENCE		MD CO CODE	COUNSELOR		CODE	CURR REV	ADVISER		ADVISER CODE	DEPT CODE
1 ☐ MONTGOMERY CO 2 ☐ OTHER MD CO 3 ☐ OUT OF MD										

3. Change of Address

The Change of Address form is a three (3) part document that may be filled out by a student and sent to one of the Campus Admission Offices at any time. The three (3) parts of the document are as follows:

1. Registrar's Copy
2. Library's Copy
3. Cashier's Copy

Depending upon the change requested by the student, this form is used for Name Changes, Residence Changes, Student I.D. Number Changes and Miscellaneous Data Changes. Process this document using function "ADMA," Update Option.

MONTGOMERY COLLEGE
CHANGE OF STUDENT PERSONNEL DATA

SUPPLY SOCIAL SECURITY #	INDICATE IF IT'S A CHANGE	SUPPLY OLD IF KNOWN
	YES ☐ 1 NO ☐ 0	

DATE	INDICATE CAMPUS
MO DAY YR	ROCKVILLE ☐ TAKOMA PARK ☐

IF NO CHANGE IN NAME, ONLY COMPLETE LINE 1	
LINE 1	NAME (LAST, FIRST, INITIAL)
OLD NAME	
LINE 2	
NEW NAME	

IF YOU HAVE A CHANGE OF ADDRESS, SUPPLY NEW ADDRESS		
NUMBER AND STREET		
CITY AND STATE	ZIP CODE	

INDICATE COUNTY IF CHANGED	INDICATE MARITAL STATUS IF CHANGED	INDICATE TELEPHONE IF CHANGED
	SINGLE ☐ 1 MARRIED ☐ 2	TELEPHONE

DO NOT WRITE BELOW THIS LINE

OFFICIAL USE ONLY

RESIDENCE ☐ 1 MONT. CO. CODE ☐ 2 OTHER MD.	MD. COUNTY CODE
---	---

HIGH SCHOOL NAME AND CITY

HIGH SCHOOL STATE CODE	
---	---

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AUTHORIZED SIGNATURE
(REQUIRED FOR RESIDENCE CHANGE)

SP 121 (6/1/73)
White, Registrar; Yellow, Data Systems; Pink, Library; Gold, Cashier

4. Request for Change in Curriculum

This form is a one (1) part document that may be filled out by the student, approved by the offices indicated and sent to one of the Campus Admission Offices at any time. These documents are processed by the Admissions office and may generate Acceptance Letters depending upon the type of Curriculum Change. Process these documents using function "ADMA", update option.

MONTGOMERY COLLEGE
ROCKVILLE CAMPUS

PREPARE IN DUPLICATE
REQUEST FOR CHANGE IN CURRICULUM

NAME: (PLEASE PRINT) _____ S.S.# _____

ADDRESS: _____

PART 1: STUDENT COMPLETES THIS PORTION: I REQUEST MY CURRICULUM
BE CHANGED

FROM: _____

TO: _____

PART 2: RECOMMENDATION OF PRESENT ADVISOR
PLEASE CHECK: _____ APPROVED OR _____ NOT APPROVED FOR
THE FOLLOWING REASONS:

SIGNATURE OF PRESENT ADVISOR

PART 3: RECOMMENDATION OF COUNSELOR
PLEASE CHECK: _____ APPROVED OR _____ NOT APPROVED FOR
THE FOLLOWING REASONS:

SIGNATURE OF COUNSELOR

RECOMMENDATION OF DIRECTOR OF ADMISSIONS AND RECORDS:

_____ APPROVED OR _____ NOT APPROVED. IF APPROVED YOU ARE
ASSIGNED TO THE FOLLOWING DEPARTMENT FOR ADVISING: _____

SIGNATURE OF DIRECTOR OF ADMISSIONS
& RECORDS
ROCKVILLE CAMPUS

5. Financial Aid Card

The Financial Aid Card is a document filled out by the Veterans Office and sent to the Campus Admissions Office. These cards will be processed in batches, not one at a time. The cards will contain the student I.D. number, award number (V.A. Code) and status. Process these documents using function "ADMA", Update option. Return the cards to the Veterans Office when finished.

CRD 1	TRANS 1	SOCIAL SECURITY NO. 	LAST NAME 	FIRST NAME 	MI 								
RACE (REQUIRED BY U.S. OFFICE OF EDUCATION) 1 ☐ BLACK 4 ☐ SPANISH AMER. 2 ☐ WHITE 5 ☐ ORIENTAL 3 ☐ AMER. INDIAN 6 ☐ OTHER			CAMPUS APPLIED R ☐ ROCKVILLE T ☐ TAKOMA PARK		CHECK ONE D ☐ DEPENDENT ON PARENTS DATE PCS FORM SUBMITTED _____ I ☐ INDEPENDENT DATE SPS FORM SUBMITTED _____								
☐ VETERAN ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ CHILDREN													
DO NOT WRITE BELOW THIS LINE (STUDENT FINANCIAL AID OFFICE USE ONLY)													
NET INCOME 	PARENTS' CONTRIBUT. 	FINANCIAL NEED 	AWARD INFORMATION										
			C A R D	ADD (1)	CHG (2)	DELT (3)	AID CODE	AWD NO	S T A T U S	FALL	SPRING	SUMMER	TOTAL
ACTION TAKEN _____ FINANCIAL AID OFFICER SIGNATURE			2										
			2										
			2										
			2										

6. Record of Transcript Sent

The Transcript Sent form is a three (3) part document that may be filled out by the student and sent to the Campus Records Office. The three (3) parts of the document are as follows:

1. Transcript Request (office)
2. Transcript Request (student)
3. Acknowledgment of Receipt of Transcript

The Acknowledgment Card is sent with a copy of the transcript. When the card is returned the students record is updated using function "ADMD".

Takoma Park Campus
Takoma Avenue and Fenton Street
Takoma Park, Maryland 20012

Rockville Campus
Mannakee Street
Rockville, Maryland 20850

Date Received

1	Date Sent
2	
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99	
100	

Date
Paid

Amount	
2 Paid	\$

Date Billed

Amount
3 Billed \$

- 1 _____
- 2 _____
- 3 _____

MAKE CHECK PAYABLE TO: MONTGOMERY COLLEGE

TRANSCRIPT WILL NOT BE SENT IF THERE IS AN OUTSTANDING FINANCIAL OBLIGATION.

REGISTRANT'S
NAME AND
PRESENT
MAILING
ADDRESS

ZIP CODE

Social Security No.

Date of Birth

Dates of Attendance _____ to _____

Are You Currently Enrolled?

Do You Wish This Request Held For Final Grades?

Will You Be a Candidate For a Degree Within the Next 12 Months?

NOTE: TRANSCRIPTS ARE NORMALLY SENT OUT WITHIN ONE WEEK OF REQUEST; TWO WEEKS AT FINAL GRADING PERIOD.

DESIGNATE THE NUMBER OF COPIES IF MORE THAN ONE IS TO BE SENT.

IF YOU WERE ENROLLED AT M.C. UNDER ANY OTHER NAME THAN THAT ENTERED ABOVE, PLEASE INDICATE OTHER NAME HERE.

ENTER BELOW THE PERSON, OFFICE OR INSTITUTION TO WHICH THE
TRANSCRIPT IS TO BE SENT. PLEASE BE SPECIFIC. THIS ADDRESS
ENTRY WILL BE USED TO MAIL YOUR TRANSCRIPT.

PLEASE SIGN AND DATE THIS FORM.

Full
Name,
Title,
Institution,
Address
of Recipient

ZIP CODE

PLEASE DESIGNATE FOR USE OF RECIPIENT,
PURPOSE FOR WHICH RECORD IS SENT.

☐ Admission to☐ Certification as☐ Employment as☐ Other:

7. Library Delinquent List

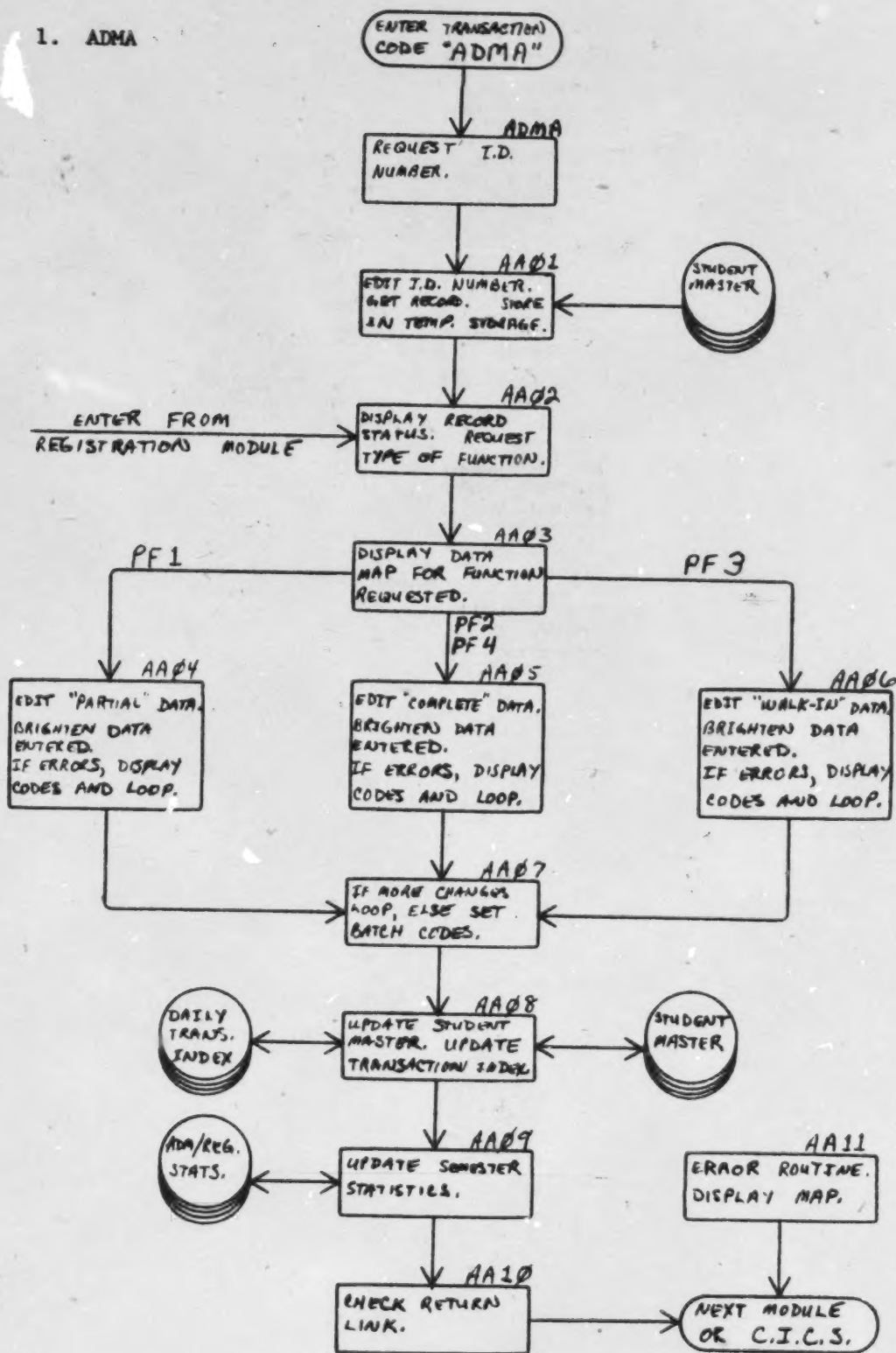
This form is a one (1) part document that is sent to the Associate Dean of Students Office from the Campus Library. The list is used to indicate those students who have not returned books and should be considered delinquent and for those students who have reconciled their delinquent condition. These documents are processed by the Associate Dean of Students Office or Registrars Office using function "ADMD".

B. Admissions System Programs

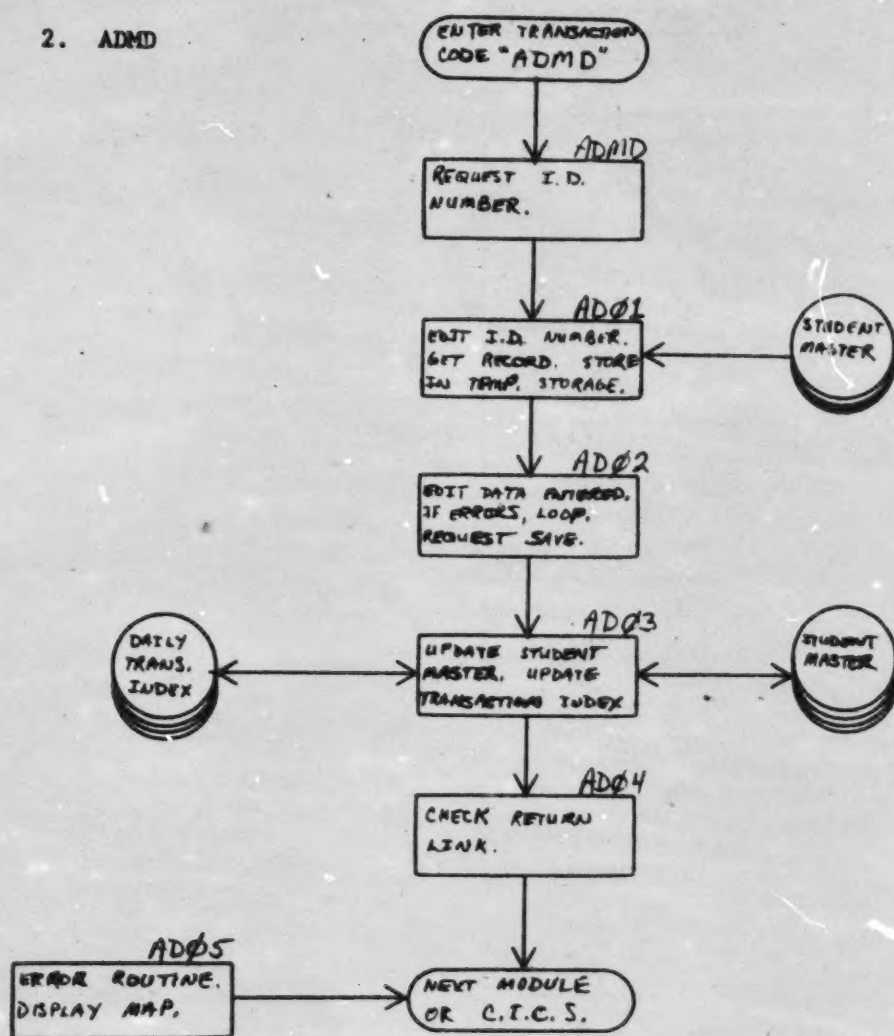
Modules:

- ADMA -- Process applications and admissions for new, re-enrolling, and walk-in students. Update specific fields.
- ADMD -- Set a delinquent indicator for a campus library or business office. Set an indicator for sending a transcript.
- ADMF -- Change the Residence Code for a future semester.
- ADMQ -- Display a students complete record. Page 1 will be application data, page 2 will be current and cumulative academic data, page 3 will be current schedule data.
- ADMS -- Display the applications and admissions statistics for requested semester.
- ADMU -- Make I.D. Number corrections.

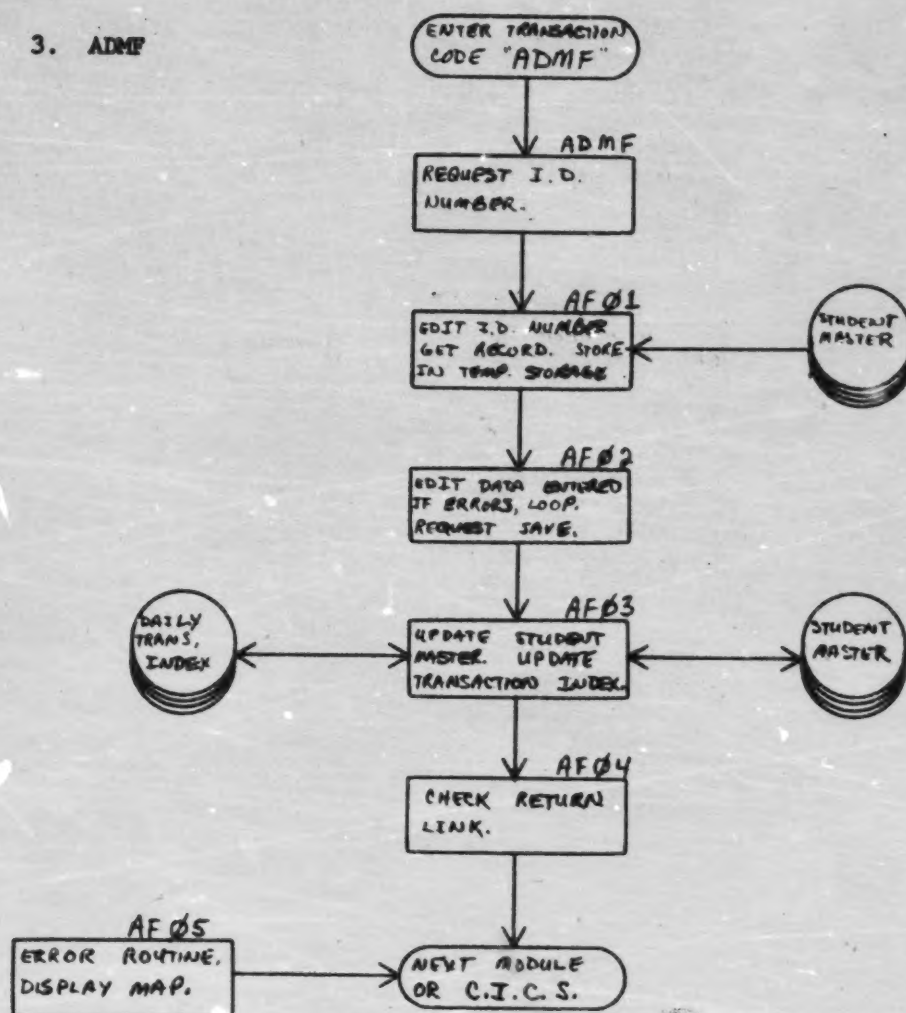
1. ADMA



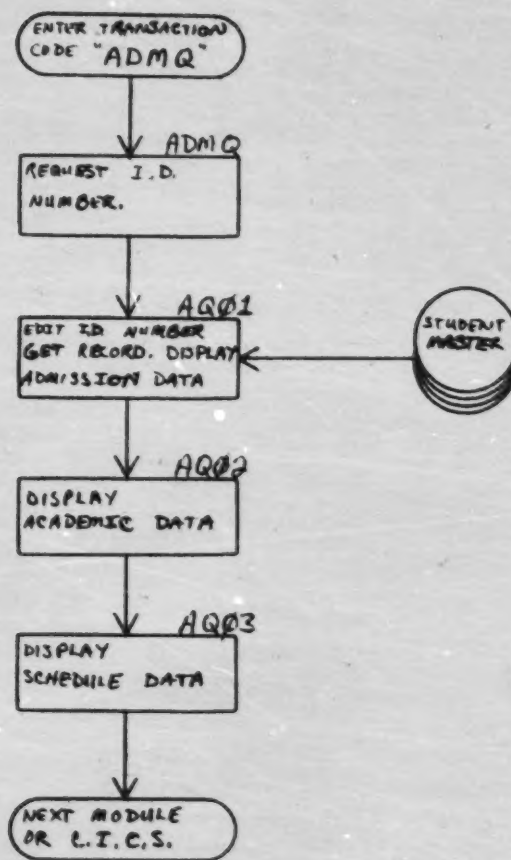
2. ADMD



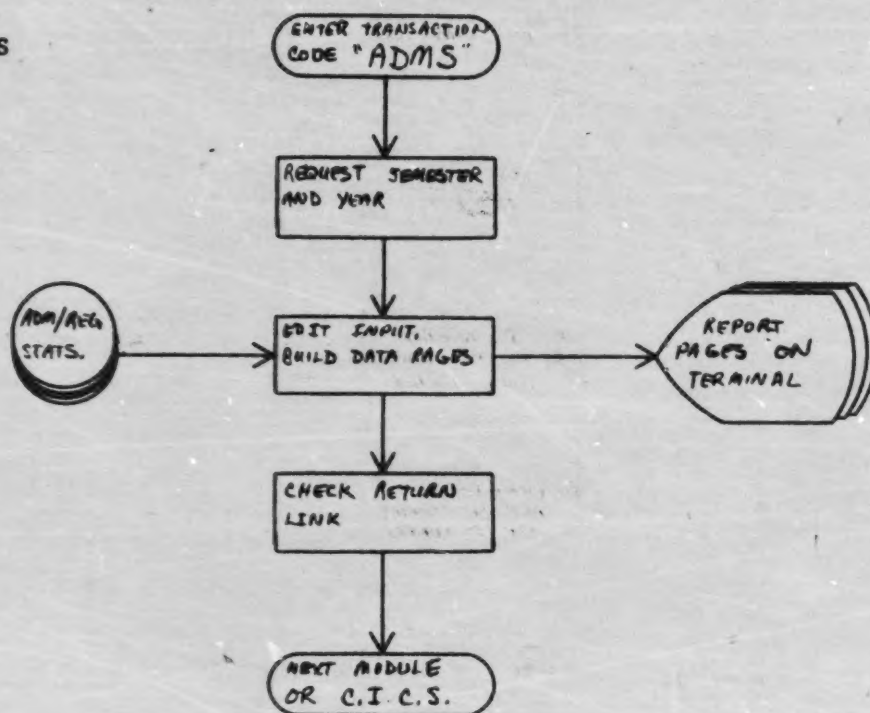
3. ADMF



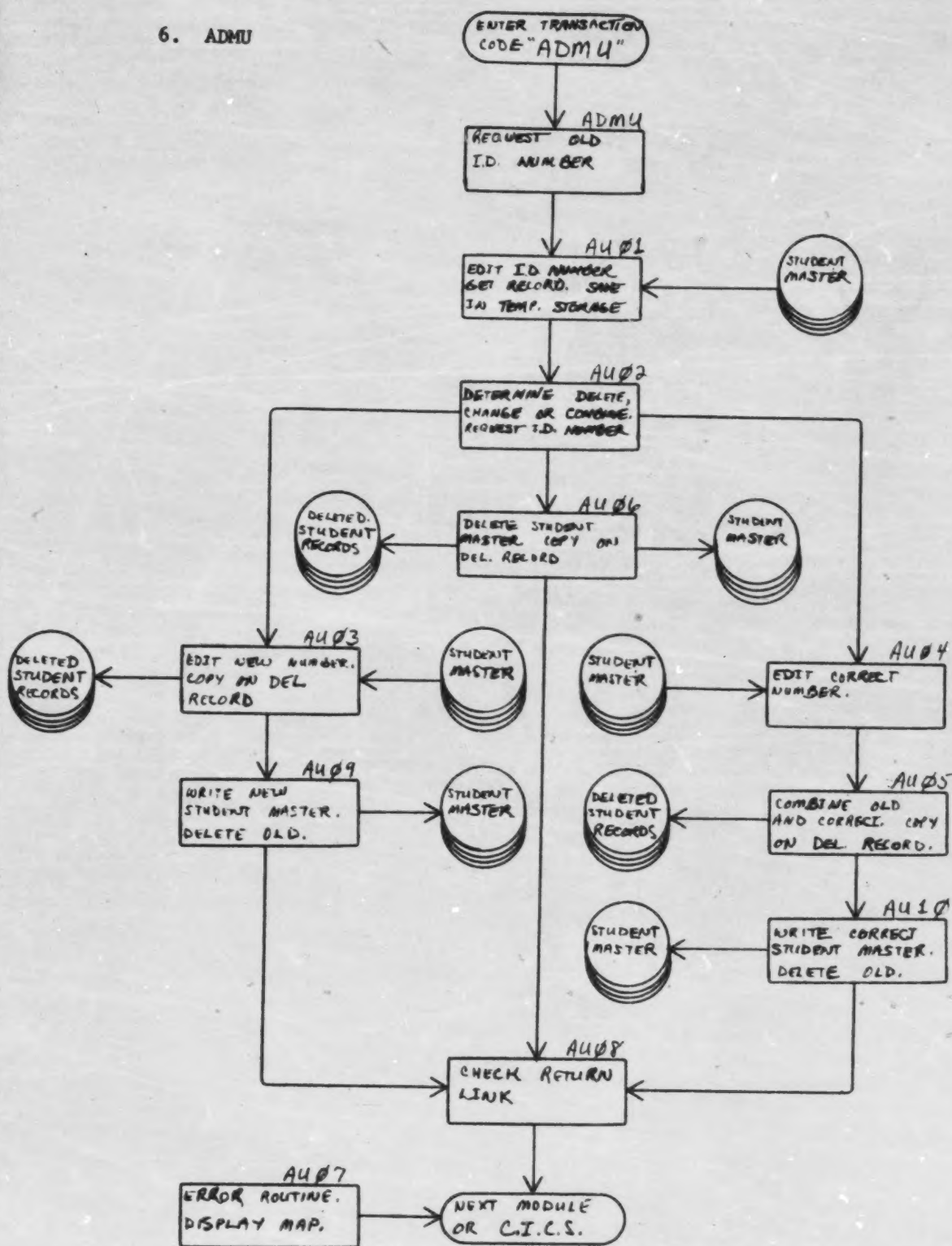
4. ADMQ



5. ADMS



6. ADMU



C. File Maintenance

File Maintenance is a very general term that is applied to any function that adds, changes, or removes data in a specific record or group of records in a file. It also covers the creation or deletion of a record in the file. As mentioned in the System Design section, this system has specific transactions that will assist you in performing the file maintenance functions. The following instructions assume a general knowledge of the IBM 3270 Information Display System.

1. Student Application (Partial) - ADMA

The first file maintenance function to be discussed is the creation of a partial record for a new applicant. (The term "Partial" represents an application that has not yet been processed for acceptance.) Before beginning the function, the terminal operator must have the Admission Application in hand. Key in the letters "ADMA" and press the Enter key. A message will appear on the screen requesting you to enter the student's I.D. Number. Key in the nine (9) or ten (10) digit number in the Social Security Number field of the Admission Application and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. Number. If a match is found, the student's name, birth date, sex, semester and year last enrolled, and semester and year first entered will appear on the screen. Double check these fields against the Admission Application to make sure that you are processing the correct student record. If the fields do not match or "PREVIOUSLY APPLIED" is checked "NO", the existence of a record on the file will be an error condition. Note the I.D. number, name, and birth date of the existing record and press the Clear key to terminate the task. Set the application aside for researching when your file maintenance session is over. If a match is not found, the message "Student Data Not Found" will appear on the screen. If "Previously Applied" is checked "YES" the absence of a record on the file will be an error condition. Note the I.D. number and press the Clear key to terminate the task. Set the application aside for researching when your file maintenance session is over. Check the data appearing on the screen against the data entered on the application form. If a discrepancy is found, note it on the application form and press the Clear key to terminate the task. Set the application aside for researching when your file maintenance session is over.

The data on the file or the "Student Data Not Found" message will be followed with a request to press a specific Program Function Key for processing a Partial Application, Complete Application, Walk-In Admission or Data Update. Press the Partial Application key (PF1). The screen will then be filled with the names of the fields that may receive data as found on the Admission Application. Data that is currently on file will be displayed next to the respective field name. If a field is highlighted, it must either contain data or data must be entered. The Partial Application option will automatically move spaces to the Resident Code, Advising Department, Advisor and Accept/Reject fields. This is done to insure that new data will be keyed in and that the acceptance of a student is a positive function.

After entering all the data from the application form, press the Enter key. The data entered will be edited and the fields that are found to be in error will be indicated at the bottom of the screen. Make the necessary corrections and press the Enter key again. As long as errors exist in the data you have entered, the request to correct the errors will be displayed. If the errors cannot be corrected, press the Clear key and the task will terminate itself. When the errors have been corrected or if no errors are found, a message will appear on the screen requesting you to press a specific key to enter additional data, save the data that you have entered or terminate the task. Press the Save Data key (PF5). The data that you have entered will be placed in the Student Master file under the I.D. Number that was initially entered. A Folder Label and Notification Card will be generated for this student during the evening processing run; the Admission Statistics file will be updated to reflect one more student application in the curriculum applied for and a message will appear on the screen advising successful completion of the task. At this point you may enter another I.D. number or press PF 10 to clear the screen and begin another task.

If a message appears on the screen that has not been mentioned in this section, immediately refer to the Error Messages and Correction Procedures section.

2. Student Application (Complete) - ADMA

The second file maintenance function to be discussed is the creation of a complete record for a new application. (The term "Complete" represents an application with all supporting documents that have been completely processed.) The procedure for this function is identical to that for the partial record up to the point where the request is made to press a specific Program Function Key for processing a Partial Application, Complete Application, or Walk-In Admission. Press the Complete Application key (PF2). The screen will then be filled with the names of the fields that may receive data as found on the Admission Application. Data must be entered for fields that are highlighted.

After entering as much data as you wish, press the Enter key. The data entered will be edited and the fields that are found to be in error will be indicated at the bottom of the screen. Make the necessary corrections and press the Enter key again. As long as errors exist in the data you have entered, the request to correct the errors will be displayed. If the errors cannot be corrected, press the Clear key and the task will terminate itself. When the errors have been corrected, a message will appear on the screen requesting you to press a specific key to enter additional data, save the data you have entered, or terminate the task. Press the Save Data key (PF5). The data that you have entered will be placed in the Student Master file with any existing data under the I.D. number that was initially entered. A Folder Label and Acceptance Letter (if accepted) will be generated for this student during the evening processing run; the Admission Statistics file will be updated to reflect one more student application acceptance in the curriculum applied for and a message will appear on the screen advising successful completion of the task. At this point you may enter another I.D. number or press PF10 to clear the screen and begin another task.

If a message appears on the screen that has not been mentioned in this section, immediately refer to the Error Messages and Correction Procedures section.

3. Student Application (Walk-In) - ADMA

The third file maintenance function to be discussed is the creation of a walk-in record for a new applicant. (The term "Walk-In" represents an accepted application with the minimum amount of data coded.) The procedure for this function is identical to that for the partial and complete record up to the point where the request is made to press a specific Program Function Key for processing a Partial Application, Complete Application, or Walk-In Admission. Press the Walk-In Admission key (PF3). The screen will then be filled with the fields that may receive data as found on the Admission Application. You will only be allowed to enter data for fields that are highlighted.

After entering the required data, press the Enter key. The data entered will be edited and the fields that are found to be in error will be indicated at the bottom of the screen. Make the necessary corrections and press the Enter key again. As long as errors exist in the data you have entered, the request to correct the errors will be displayed. If the errors cannot be corrected, press the Clear key and the task will terminate itself. When the errors have been corrected or if no errors were found, a message will appear on the screen requesting you to press a specific key to enter additional data, save the data that you have entered or terminate the task. Press the Save Data key (PF5). The data that you have entered will be placed in the Student Master file with any existing data under the I.D. number that was initially entered. The Admissions Statistics file will be updated to reflect one more student application and admission in the curriculum applied for and a message will appear on the screen advising successful completion of the task. At this point you may enter another I.D. number or press PF10 to clear the screen and begin another task.

If a message appears on the screen that has not been mentioned in this section, immediately refer to the Error Messages and Correction Procedures section.

NOTE: During the Registration function, the acceptance code for each student's record is checked. If the student has not been accepted, the registration function will automatically transfer control to the Walk-In Admission function. The Walk-In function will automatically insert the Semester/Year Applied, Application Date and Acceptance Date. All other required data must be entered. After accepting data, control will be transferred back to the Registration function. All remaining Admission data should be entered under the Partial or Complete function as soon as possible. The Address should be keyed in immediately following the Walk-In registration session (use the Update function) to insure proper processing and delivery of the student's invoice the following day.

4. Student Data Update - ADMA

The fourth file maintenance function to be discussed is the update or correction of data for an existing applicant. This function should only be used on student records that have been accepted (complete). Before beginning the function, the terminal operator must have one of the previously mentioned input forms in hand. The procedure for this function is identical to that for the partial and complete record (existing) up to the point where the request is made to press a specific Program Function Key for processing a partial application, complete application, walk-in admission or data update. Press the Data Update key (PF4). The screen will then be filled with the names of the fields that may receive data. Data that is currently on file will be displayed next to the respective field name.

After entering as much data as you wish, press the Enter key. The data entered will be edited and the fields that are found to be in error will be indicated at the bottom of the screen. Make the necessary corrections and press the Enter key again. As long as errors exist in the data you have entered, the request to correct the errors will be displayed. If the errors cannot be corrected or if no errors are found, a message will appear on the screen requesting you to press PF8 to enter additional data, save the data that you have entered or terminate the task. Press the Save Data key (PF5). The data that you have entered will replace the existing data in the Student Master file under the I.D. number that was initially entered. A message will appear on the screen advising successful completion of the task. At this point you may enter another I.D. Number or press PF10 to clear the screen and begin another task.

If a message appears on the screen that has not been mentioned in this section, immediately refer to the Error Messages and Correction Procedures Section.

NOTE: When the Admissions Office is notified that a student is deceased, enter "Deceased" in both the Address and City and State data fields. The record will remain on the file for statistical purposes but mailings will be terminated.

When the Admissions Office is notified that mail for a student has been returned to the College with an incorrect address, enter blanks in the Address and "Incorrect Address" in the City and State data fields. Future mailings will be terminated until the correct address is entered.

5. Special to Regular Applications - ADMA

The fifth file maintenance function to be discussed is the changing of a student's curriculum from Special (99) to Regular (other than Post Graduate (96) or Early Placement (98)). This function should only be used on student records that have been accepted (complete). Before beginning the function, the terminal operator must have the Admission Application in hand. The procedure for this function is identical to that for the Data Update function. Press the Data Update key (PF4). The screen will then be filled with the names of the fields that may receive data. Data that is currently on file will be displayed next to the respective field name.

After entering the regular curriculum, press the Enter key. If the student has not been accepted for admission, the curriculum change will be rejected and an error will be noted at the bottom of the screen. If this occurs, press the Clear key to terminate the task and set the application aside for researching when your file maintenance session is over. If no errors occur, a message will appear on the screen requesting you to press PF8 to enter additional data, save the data that you have entered or terminate the task. Press the Save Data key (PF5). The curriculum data that you have entered will be placed in the Student Master file with any existing data under the I.D. Number that was initially entered. A Folder Label and Acceptance Letter will be generated for this student during the evening processing run and a message will appear on the screen advising successful completion of the task. At this point you may enter another I.D. number or press PF10 to clear the screen and begin another task.

If a message appears on the screen that has not been mentioned in this section, immediately refer to the Error Messages and Correction Procedures section.

6. I.D. Number Deletion - ADMU

The sixth file maintenance function to be discussed is the deletion of a record from the Student Master file. This function should only be used for deceased applicants. I.D. Numbers that were changed from one number to another should be processed through the I.D. Number Change function. Students that have been assigned two or more I.D. Numbers should be processed through the I.D. Number Combination function. Before beginning the function, the terminal operator must have a document containing the student's I.D. number, name, birth date, and sex. Key in the letters "ADMU" and press the Enter key. A message will appear on the screen requesting you to enter the student's I.D. number. Key in the nine (9) or ten (10) digit student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is not found, the message "No Record Found" will appear on the screen and the task will be terminated. Note the I.D. number for researching when your file maintenance session is over. If a match is found, the student's name, birth date, and sex will appear on the screen. Check the data appearing on the screen against the data entered on your document. If a discrepancy is found, note it on your document and press the Clear key to terminate the task.

The data on the screen will be followed by a request to press a specific Program Function key for processing an I.D. Number Change, I.D. Number Combination or I.D. Number Deletion. Press the I.D. Number Deletion key (PF3). The screen will then request entry of Program Function Key 5 to delete the record. Press PF5. If the student is currently enrolled or has registered early for the coming semester, a message will appear on the screen and the record will not be deleted; otherwise the record will be deleted from the file and a message will appear on the screen advising successful completion of the task. Records with this I.D. number will automatically be deleted from all other associated student files. At this point you may press the Clear key to clear the screen and begin another task.

7. I.D. Number Change - ADMU

The seventh file maintenance function to be discussed is the movement of data from an existing I.D. number to a new (non-existing) I.D. number. This function should be used for those students who are on the file for one reason or another with the wrong number and the correct number is then determined. Before beginning the function, the terminal operator must have a document containing the student's old I.D. number, correct I.D. number, name, birth date, and sex. Key in the letters "ADMU" and press the Enter key. A message will appear on the screen requesting you to enter the student's I.D. number. Key in the nine (9) or ten (10) digit old student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is not found, the message "No Record Found" will appear on the screen and the task will be terminated. Note the I.D. number for researching when your file maintenance session is over. If a match is found, the student's name, birth date, and sex will appear on the screen. Check the data appearing on the screen against the data entered on your document. If a discrepancy is found, note it on your document and press the Clear key to terminate the task.

The data on the screen will be followed by a request to press a specific Program Function Key for processing an I.D. Number Change, I.D. Number Combination, or I.D. Number Deletion. Press the I.D. Number Change key (PF1). The screen will then request entry of the NEW I.D. number. Key in the nine (9) or ten (10) digit new student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is found, the message "Existing Record Found" will appear on the screen and the task will be terminated. Note the I.D. number for researching when your file maintenance session is over. If a match is found, the data from the old I.D. number will be moved to the new I.D. number and the old I.D. number will be deleted from the file. A message will appear on the screen advising successful completion of the task. I.D. number changes will automatically be instituted for all other associated student files. At this point you may press the Clear key to clear the screen and begin another task.

8. I.D. Number Combination - ADMU

The eighth file maintenance function to be discussed is the combination of data from one existing I.D. number with data from another existing I.D. number. The combined data will be placed under the second I.D. number and the first I.D. number will be deleted. Before beginning the function, the terminal operator must have a document containing the student's old I.D. number, correct I.D. number, name, birth date, and sex. Key in the letters "ADMU" and press the Enter key. A message will appear on the screen requesting you to enter the student's I.D. number. Key in the nine (9) or ten (10) digit old student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is not found, the message "No Record Found" will appear on the screen and the task will be terminated. Note the I.D. number for researching when your file maintenance session is over. If a match is found, the student's name, birth date, and sex will appear on the screen. Check the data appearing on the screen against the data entered on your document. If a discrepancy is found, note it on your document and press the Clear key to terminate the task.

The data on the screen will be followed by a request to press a specific Program Function Key for processing an I.D. Number Change, I.D. Number Combination, or I.D. Number Deletion. Press the I.D. Number Combination key (PF2). The screen will then request entry of the CORRECT I.D. number. Key in the nine (9) or ten (10) digit correct student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is not found, the message "No Record Found" will appear on the screen and the task will be terminated. Note the I.D. number for researching when your file maintenance session is over. If a match is found, the student's name, birth date, and sex will appear on the screen. Check the data appearing on the screen against the data displayed for the old I.D. number and the data entered on your document. If a discrepancy is found, note it on your document and press the Clear key to terminate the task.

The data on the screen will be followed by a request to press Program Function Key 5 to combine the records. Press PF5. All application and academic data from the most current record will be moved to the correct I.D. number. The most current record is defined as the record with the most current date in the Date Updated field. All section data

will be combined and moved to the correct I.D. number. If the total number of sections for a given semester is greater than 14, a message will appear on the screen and the task will be terminated. After all data is combined under the correct number, the old number will be deleted from the file. A message will appear on the screen advising successful completion of the task. I.D. number changes will automatically be instituted for all other associated files. At this point you may press the Clear key to clear the screen and begin another task.

NOTE: Before combination, we suggest that each record be displayed on the terminal (ADMQ). At this point the operator may check the Date Updated field to determine which record will be used as the "most current" in the combination procedure. If it is determined that the "most current" record does not contain the most accurate data, either record may be updated (ADMA) to make it the "most current" record. After combination, the one existing record may be displayed on the terminal (ADMQ) to verify the combination. Any fields that are not correct and that were not updated before the combination should now be updated by the update function (ADMA).

9. Set Delinquent Indicator/Transcript Sent - ADMD

The ninth file maintenance function to be discussed is the procedure for indicating delinquent conditions. Delinquent conditions may occur in the Library or Business Office and will be recorded as such. This function may be used to remove the delinquent indicator once the condition is corrected. Before beginning the function, the terminal operator must have a document containing the student's I.D. number, name, campus code, semester and year. The document should be identified as either "Library" or "Business Office." Key in the letters "ADMD" and press the Enter key. A message will appear on the screen requesting you to enter the student's I.D. number. Key in the nine (9) or ten (10) digit student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is not found, the message "No Record Found" will appear on the screen and the operator will have the option of entering another I.D. number or terminating the task. If a match is found, the student's name, birth date and sex will be displayed on the screen. Data areas for the three campus libraries (Rockville, Takoma Park and Germantown), the Business Office and the Transcript Sent Code will also be displayed on the screen. Check the data appearing on the screen against the data on your document. If a discrepancy is found, note it on your document and press the Clear key to terminate the task.

After entering data for the appropriate library, business office or transcript code, press the Enter key. The data entered will be edited and fields that are found to be in error will be so designated. If no errors are found, a message will appear on the screen requesting you to press a specific key to enter additional data, save the data that you have entered or terminate the task. Press the Save Data key (PF5). The data that you have entered will be placed in the Student Master file under the I.D. number that was initially entered. At this point you may press the Clear key to terminate the task or continue by entering another student I.D. Number.

NOTE: The Business Office Delinquent Status is usually automatically set and reset by the Billing system if the student is on the Billing File. If the student was delinquent to the College prior to the Billing system implementation, the option to change the Business Office Delinquent Status may still be required.

10. Change Residence Code for Future Semester - ADMF

The final file maintenance function to be discussed is the procedure for changing a student's residence code for a future semester. Future semester conditions occur for out-of-county or out-of-state students who comply with the county or state residence requirements while attending the College. The Resident Code is an important data element which is used to determine tuition and state aid. Since the current semester residence code should not be changed after the official third week period, this function is designed to provide the capability to correct or change the residence code at early registration time for a future semester. Before beginning the function, the terminal operator must have a document containing the student's I.D. number, name, the new resident code and next semester and year for which the student intends to attend. Key in the letters "ADMF" and press the Enter key. A message will appear on the screen requesting you to enter the student's I.D. number. Key in the nine (9) or ten (10) digit student I.D. number and press the Enter key.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is not found, the message "No Record Found" will appear on the screen and the operator will have the option of entering another I.D. number or terminating the task. If a match is found, the student's name, birth date, sex, current semester/year and current residence code will appear on the screen. Data areas for the future semester/year and residence code will also be displayed on the screen. Check the data appearing on the screen against the data on your document. If a discrepancy is found, note it on your document and press the Clear key to terminate the task.

After entering the appropriate future semester data press the Enter key. The data entered will be edited and fields found to be in error will be so designated. If no errors are found, a message will appear on the screen requesting you to press a specific key to enter additional data, save the data that you have entered or terminate the task. Press the Save Data key (PF5). The data that you have entered will be placed in the Student Master file under the I.D. number that was initially entered. At this point you may press the Clear key to terminate the task or continue by entering another student I.D. number.

NOTE: When the Future Semester becomes the Current Semester, you will be required to correct the resident code in the main section of the student record (ADMA). Therefore, we suggest that you maintain a file for all future semester residence code changes. When the semester changes and the semester differences are noted, you will be able to verify the changes and update the students record quickly and accurately.

D. Error Messages and Correction Procedures

Any one of a variety of messages may appear on the screen of your terminal while you are operating. These messages will be either CICS messages or task messages. The CICS messages will always have a letter/number prefix (DFH3504) and are further defined in the CICS Messages and Codes Manual. All other messages are task generated and are described by task code.

1. Numerically Protected Fields

Each task has the ability to lock the keyboard if alphabetic data is entered into a numeric field. The INPUT INHIBITED indicator light will be ON if this occurs for any of the following fields:

- I.D. Number
- Birth Date
- High School Code
- High School Year Graduated
- Marital Status
- Race
- Semester/Year Applied For
Veterans Benefits
- Financial Aid
- Application Date
- Country Code
- Curriculum Applied For
Classification
- High School Rank
- High School Class Size
- ACT Scores
- English Proficiency Score
- Accept/Reject
- Acceptance Date
- Residence Code
- County Code
- Counselor
- Adviser (R/G)
- Adviser (T)

Press the RESET key to clear the INPUT INHIBITED indicator. Check your coding if necessary and continue processing.

2. General System Errors

Message: I.D. NUMBER ENTERED IS INVALID

Cause: I.D. number entered is less than zero, greater than 1999999999 or is not numeric.

Action: The task is still active. Enter another I.D. number or press the Clear key to terminate the task.

Message: RECORD BEING UPDATED BY ANOTHER OPERATOR

Cause: An operator in your office or on another campus is processing the I.D. number.

Action: The task is terminated. Try again in a few minutes.

Message: STUDENT PREVIOUSLY ACCEPTED

Cause: The record that you are trying to add data to has been accepted for admission for the current semester or a future semester.

Action: The task is terminated. Perform task ADMQ to determine which campus accepted the student and for which semester. Contact that campus and coordinate your activities.

Message: TASK TERMINATED BY A PROGRAM ERROR

Cause: An internal process has malfunctioned.

Action: The task is terminated. Please note the I.D. number and progression through task then contact Data Systems.

Message: ERROR FOUND IN DATA ENTERED

Cause: Data entered for a given field is in error.

Action: The task is still active. The number refers to the field number and the code refers to the type of error (Admission application). If the description in this section is not helpful, refer to the specific field description in the Data Elements section. Enter the correct data and press the Enter key or press the Clear key to terminate the transaction.

Message: TASK TERMINATED BY AN EXISTING RECORD

Cause: An operator in your office or on another campus has placed a record on the file with the same number as the number you are trying to create.

Action: The task is terminated. Perform task ADMQ to determine which campus added the record. Contact the other operator and coordinate your activities.

Message: TASK TERMINATED BY A MISSING RECORD

Cause: The record with which you are working was deleted from the file.

Action: The task is terminated. Please note the I.D. number and progression through task then contact Data Systems.

3. Admission Application Errors

<u>ERROR CODE</u>	<u>DESCRIPTION</u>
AA	No data entered. This is a required field and something must be entered.
BB	Data entered is invalid.
CC	Data entered does not match codes presently valid. If new code, contact Data Systems.
DD	Data entered is not alphabetic or all blanks.
EE	Semester/Year entered is invalid or less than the current year.
FF	Invalid month, day, or year.
GG	Data entered is incomplete. Enter complete field.
HH	Data entered is all zeros. Value must be greater than zero.
II	Invalid relationship with country code. Data is missing or invalid.
JJ	Invalid relationship with campus and adviser. Re-enter campus and correct adviser.
KK	Invalid relationship with Residence Code and County Code. Visa Status may also be invalid.
LL	Invalid relationship with Classification Code and Type of record. (NEW, NEW/DEGREE, OLD, REAPPLY, and POST GRAD).
MM	Invalid relationship with Accept/Reject and Acceptance Condition.
NN	Student under 18 not allowed for walk-in.
OO	Birth Date not valid for senior citizen resident code.
PP	Invalid relationship between VA Code and VA Status. Reenter codes for both fields.
QQ	Special to Regular curriculum change not allowed for unaccepted student.

4. Checking for Missing Documents

Each night during the week, documents that have been generated during the previous days processing will be printed and prepared for delivery to the respective campus Admissions office. These documents (Folder Labels, Notification Cards and Acceptance Letters) will be accompanied with a Transaction Listing containing data on every transaction processed by the Admissions offices. Occasionally you may not find documents that you feel should be present (i.e.: generated by processing). This procedure will help you to determine why these documents are missing.

First of all, we recommend that admission folders for all data entered during the day that will generate a document be filed in one place. It will then be a simple procedure to check the folder names against the Transaction List (alpha sequence). All folders must have a matching name on the list. If a matching name is not found, set the folder aside for further checking. All folders for a given day's processing MUST be accounted for. Since documents are printed overnight, there is no reason to expect a document to suddenly appear one or two days later. Missing documents may indicate a system malfunction and Data Systems must be notified quickly if the problem is to be corrected.

The second step will be to match the documents printed with the folders. You must now determine that the documents printed are the proper ones (Partial generates Folder Label and Notification Card, etc.). If the proper documents have been printed and all folders are accounted for, no further checking is necessary. Make a notation on the Transaction List that all entries are correct and file for at least 30 days. If problems are encountered, continue checking.

The third step will be to check the folders against the documents that you feel were not properly printed. Attempt to determine which processing path was used. The attached PATH-SWITCH/BATCH-FLAG Code sheet equates the documents printed with the processing path executed. If you got a Label and Card instead of a Label and Letter, you used the PARTIAL path instead of the COMPLETE path. If you are unable to determine which path was executed, go to the terminal and run ADMQ for the student folder in question. This program will display the Batch Date and Batch Code in the lower right hand corner of the screen. If a letter code follows the date, you will be able to determine which path was executed. If no letter code follows the date, the transaction was processed as UPDATE and no document was generated. If the date is blank or does not match the Date Updated, the transaction was processed as UPDATE and no document was generated. If the Batch Date is the same as the Date Updated and a letter code follows the Batch Date and the documents you received are not the ones that correspond to the letter code, contact the Data Systems control clerk that handles the Admissions documents. Occasionally documents are sent to the wrong campus. The control clerk will contact other offices and attempt to find the documents. If the documents can not be found, Data Systems will begin to investigate the problem (since we will not usually be able to recreate the document, you must type the document by hand). Every effort will be made to identify

and correct the problem as soon as possible.

The fourth and final step will be to identify those folders that did not have an entry on the transaction listing. Run ADMQ to check the file for an existing record. If no record is found, the data may have been entered under an erroneous number or the folder may have been misfiled. If a record is found and it is determined that an update has taken place (Date Updated), contact the Data Systems control clerk. We will again attempt to identify and correct the problem as soon as possible.

E. Special Functions

In addition to file maintenance functions, this system provides the capability to the user to display specific student records and admission statistics. The file inquiry module will display all admission data, academic data and schedule data for a given student. The admission statistics module will display applied and accepted student totals by campus, semester and curriculum.

1. File Inquiry - ADMQ

The File Inquiry module allows the terminal operator to request data for a specific student by I.D. number. Once the data is available to the operator, the operator may examine the admission data, academic data or schedule data. To begin the function, key in the letters "ADMQ" and press the enter key. A message will appear on the screen requesting you to enter the students I.D. number. Key in the nine (9) or ten (10) digit student I.D. Number.

The Student Master file will be searched to check for the existence of a record with the same I.D. number. If a match is found, the admission data (name, address, sex, etc.) will appear on the screen. If a match is not found, the message "I.D. NUMBER NOT FOUND" will appear on the screen. You may press the Erase Input key and enter another I.D. number or press the Clear key and terminate the transaction.

After examining the admission data, you may wish to examine the academic or schedule data. If you wish to examine the schedule data for the current and future semesters, press Program Function Key 3 (PF3). If you press PF2 to examine the academic data and you are not authorized to do so, you will receive schedule data as if you had pressed PF3. You may skip around from one data area to another as many times as you wish by following the instructions at the bottom of each screen.

When you wish to examine data for another student, you must have the admission data currently on the screen. Press Program Function Key 4 (PF4). The screen will be cleared and the request for another I.D. number will appear. Enter the I.D. number as you did before and perform whatever functions you desire. When you wish to terminate the file inquiry function, press the Clear key. A message will appear on the screen notifying you that the function has been terminated. Press the Clear key again to clear the screen and enter another function code if you desire. You may terminate the file inquiry function at any time and no damage will be done to the data. This is a Read Only function and the data on the Student Master file can not be altered in any way.

2. Admission Statistics - ADMS

The Admission Statistics module allows the terminal operator to display data on student applications (applied, accepted, rejected) and student registrations (total and by load hours). The module will build pages of data which may be retrieved by using the C.I.C.S. Page Retrieval Transaction Codes. To begin the function, key in the letters "ADMS" and press the Enter key. A message will appear on the screen requesting you to enter a Semester/Year and Campus. Key in the Semester/Year and Campus for which you wish statistics and press the Enter key.

The data entered will be edited. If the data entered is invalid a message will be displayed on the terminal indicating the invalid fields. The errors may be corrected or the function terminated. If the data entered is valid, the Admission/Registration Statistics file will be searched and statistics will be computed for the Semester/Year and Campus entered. The statistics computed will be for Students Applied, Students Accepted, Students Rejected and Students Registered for the following categories:

- Campus - Senior Citizen
- Campus - County
- Campus - State
- Campus - Out of State
- Campus - Employee
- Campus - All Residence Summary
- College - Senior Citizen
- College - County
- College - State
- College - Out of State
- College - Employee
- College - All Residence Summary

When the statistics have been computed, the message "Report Is Ready - Enter Page Commands" will appear on the terminal. At this point the function is complete and the operator has control of the terminal.

P/x = Retrieve a requested page. "x" may be one of the following:

- n = a particular page number
- +n = "n" pages forward
- n = "n" pages backward
- C = Current page
- N = Next page
- P = Previous page
- L = Last page

F. System Security Features

With the development of an on-line data system come some frequently overlooked problems; namely those of System Security, Program Security and File Security. The security features of the Admission System and the C.I.C.S. Data Base/Data Communications System provide adequate solutions to the above mentioned problems.

1. System Entry

The first level of security is found in the entrance to the system itself. Every person who wishes to use the system must enter thru the Sign-On Procedure. This procedure requires the terminal operator to enter the current date, a campus security code and personal identification code. All security codes are approved by the Director of Admissions and Records or Associate Dean of Students at the campus level. If an office supervisor feels that the security codes must be changed, they may be changed immediately with approval of the Director of Admissions and Records or Associate Dean of Students. If the terminal operator does not know the correct security codes, the system will not allow access to any computerized function.

2. Program Entry

Once the terminal operator has gained access to the system he is not allowed free access to all functions. The personal identification code limits the operator to certain functions that his supervisor has determined are in his area of responsibility. For example, the supervisor of admissions and one other designated person are allowed to change student I.D. numbers. If an operator attempts to execute a function that is not at his security level, the system will notify the operator that a security violation has occurred and terminate the function. A security level notation will also be printed on the computer operators console. The Director of Admissions and Records or the Associate Dean of Students will be notified immediately by Data Systems when a security level error occurs.

3. File Protection

The only protection for the files offered by the Admission System is the security level check at program execution time. If a security code that allows file maintenance is stolen and the file is tampered with, the harm done may not be discovered for a long time.

In an attempt to keep this type of problem at an absolute minimum, each record that is deleted is copied, with the operator I.D. number, onto a separate file before it is deleted.

If the individual who is tampering with the file is not caught, the security code can be changed and the deleted records reloaded from the Deleted Records File. If the individual is changing selected fields, the increased file activity will appear on the Daily Transaction Listing. If the individual who is tampering with the file is not caught, the Daily Transaction Listing can be used to identify those records that need to be corrected.

If, due to some unforeseen circumstance, the Student Master File is deleted or destroyed, the file can be recreated up to the last transaction before the file was lost. This will be done using the dump of the file taken the previous evening and processing the Journal File transactions from the date of the dump. This procedure will be effective most of the time since the Journal file is not on the same disk pack as the Student Master File. If both the Student Master File and the Journal File are destroyed, the Student Master File will be recreated using the dump taken the previous evening. To protect against extreme situations, each week copies of all data files are moved to an off-campus location.

Request for Application Processing Function - ADMA

1500-00-0010

NAME: [REDACTED] TEST: [REDACTED]

BIRTH DATE: 05/06/68

SEMESTER AND YEAR LAST ENROLLED: [REDACTED]

SEMESTER AND YEAR FIRST ENTERED: 171

SEMESTER AND YEAR LAST APPLIED: 172

KEY F1 FOR PARTIAL APPLICATION

KEY F2 FOR COMPLETE APPLICATION

KEY F3 FOR WALK-IN ADMISSION

KEY F4 FOR DATA UPDATE

CLEAR KEY TO TERMINATE THIS TASK

SYSTEM
A.S. ABST
M. [REDACTED]
IN [REDACTED]
NEW [REDACTED]

This screen is a product of ADMA. The student number 1500-00-0010 has been entered and an existing record has been found on the file. The operator is being shown data that exists for the number entered and is being requested to select the function to be executed.

Entering Data for a Partial Admission Application - ADMA

ADMA

STUDENT ID NUMBER: 1500-00-0010

01) NAME (LAST FIRST MI): TEST RECORD

02) BIRTH DATE: 05 06 53 03) SEX: M 04) TELEPHONE:

05) STREET ADDRESS:

06) CITY AND STATE: ROCKVILLE MD 07) ZIP CODE:

08) H.S. CODE: 09) H.S. NAME AND ADDRESS:

10) H.S. STATE: 11) H.S. YEAR GRAD: 12) MARITAL STATUS:

13) RACE: 14) CAMPUS: R 15) SEM-YEAR APPL FOR:

16) VA CODE: 17) VA STATUS: 18) APPLICATION DATE:

19) COUNTRY CODE: 297 20) VISA STATUS:

21) CURRIC APL: 36 22) CLASSIFICATION:

23) H.S. RANK: 24) IN CLASS OF: 25) PERCENTILE:

26) H.S. GRADES: A / 27) ACT PERCENT: / /

28) ENGLISH PROF:

PARTIAL PF1 KEY

ST. IN
AVAIL
INSTR
MODE
INSTR
INSTR

This screen is a product of ADMA. The student number 1500-00-0010 has been entered, the record was found and PF1 was pressed for a PARTIAL Admissions Application.

Updating Admission Application Data - ADMA

IBM

UPDATE PF4 KEY

STUDENT ID NUMBER: 1500-00-0010

01) NAME (LAST FIRST): TEST RECORD

02) BIRTH DATE: 05 / 06 / 53 03) SEX: M 04) TELEPHONE:

05) STREET ADDRESS:

06) CITY AND STATE: ROCKVILLE MD 07) ZIP CODE:

08) H.S. CODE: 09) H.S. NAME AND ADDRESS:

10) H.S. STATE: 11) H.S. YEAR GRAD: 12) MARITAL STATUS:

13) GRADE: 14) CAMPUS: R 15) SEM-YEAR APPL FOR: 172

16) H.S. CODE: 17) VISA STATUS: 18) APPLICATION DATE: 03 / 31 / 71

19) CTRY CODE: 297 UNITED STATES 20) VISA STATUS:

21) CURRIC APL: 71 22) CLASSIFICATION: 2 RE-ENROLLEE

23) ACT PERCENT: 24) IN CLASS OF: 25) PERCENTILE:

26) ACT PERCENT: 27) ACT PERCENT:

28) ACCEPT/REJ: 29) ACCEPT COND:

30) ACCEPT DATE: 03 / 31 / 71 31) RESIDENCE CODE: 1

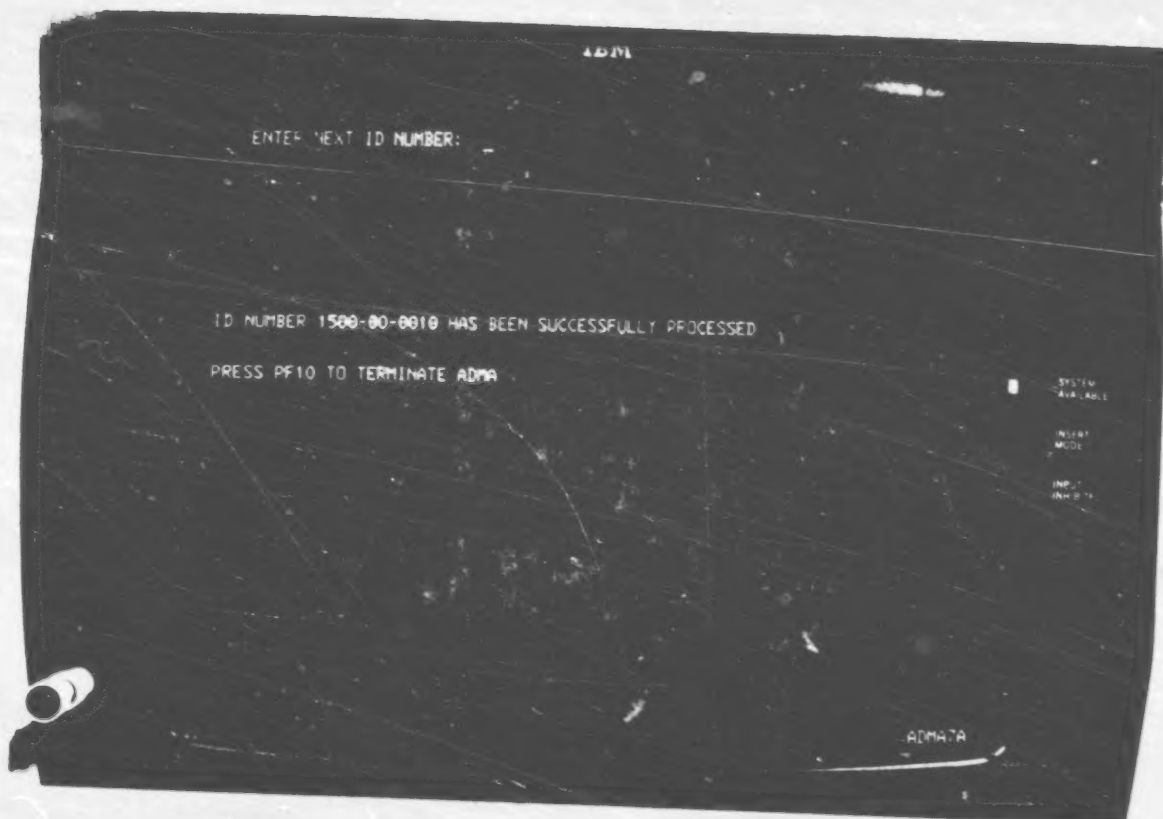
32) COUNTY CODE: 01 33) COUNSELOR:

34) ADVISER APL: 44 MATHEMATICS 35) ADVISER TITLE:

ENTER PF 6 FOR ADDITIONAL DATA, PF 5 TO SAVE, CLEAR TO TERMINATE

This screen is a product of ADMA. The student number 1500-00-0010 has been entered, the record was found and PF4 was pressed. The operator has changed the Classification, no errors were found and the operator is being requested to enter additional data, saves the change or terminate the function.

Successful Admission Application Update - ADMA



This screen is a product of ADMA. The function being executed has been successfully completed. The operator may enter another I.D. number or terminate the task.

Changing Delinquent Indicator/Transcript Sent - ADMD

ADMD

ENTER STUDENT ID NUMBER: 1500000103

NAME: TEST STUDENT BIRTH DATE: 09 / 08 / 55 SEX: F

LIBRARY	CODE	SEM YR	LIBRARY	CODE	SEM YR
E LIBRARY			TAKOMA PARK LIBRARY		
			GERMANTOWN LIBRARY		

TRANSCRIPT SENT

This screen is a product of ADMD. The student number 1500-00-0103 has been entered, the record was found and the operator is being requested to make a change.

Changing Future Semester Residence Code - ADMF

ADMF

ENTER STUDENT ID NUMBER: 1500000103

SELECT STUDENT
FALL SEM YEAR: 174 FALL
FUTURE SEM YEAR
FUTURE RES CODE

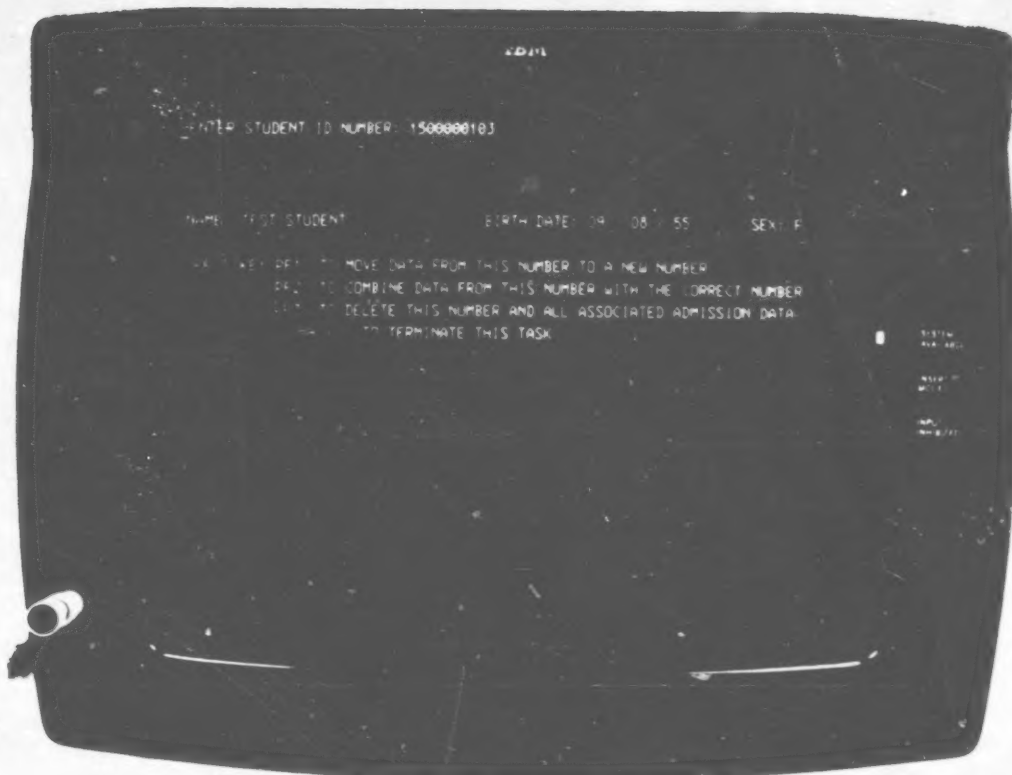
BIRTH DATE: 09 / 08 / 55 SEX: F
CURRENT RES CODE: 1 COUNTY

SYSTEM AVAILABLE
WILL
MAY
NO
NO

ADMF

This screen is a product of ADMF. The student number 1500-00-0103 has been entered, the record was found and the operator is being requested to make a change.

Student I.D. Number Maintenance - ADMU



This screen is a product of ADMU. The student number 1500-00-0103 has been entered, the record was found and the operator is being requested to select a function.

Combine Student Records - ADMU

ADMU

ENTER STUDENT ID NUMBER: 1500000103

NAME: TEST STUDENT BIRTH DATE: 09-08-55 SEX: F

ENTER CORRECT STUDENT ID NUMBER: 1500000110

NAME: LTN 110 BIRTH DATE: SEX: F

KEY PPS TO COMBINE THESE RECORDS

ADMU

This screen is a product of ADMU. The student number 1500-00-0103 has been entered as the old I.D. number and the student number 1500-00-0110 has been entered as the correct I.D. number. The operator has been shown both records and is being requested to execute the combination.

Display a Student Record - ADMQ

STUDENT NUMBER: 1500 - 00 - 0103

NAME: STUDENT
 DATE: 09 / 25 SEX: F TELEPHONE
 ADDRESS: 127 MAIN STREET
 CITY: ROCKVILLE MD ZIP CODE: 20850

HOME PHONE AND ADDRESS:
 H.S. STATE: H.S. YEAR GRAD: MARITAL STATUS:
 RACE: CAMPUS: R SEM-TR APPL FOR: 76
 VA CODE: VA STATUS: 0 APPLD DATE: 8 / 27 / 76
 COUNTRY CODE: 297 VISA STATUS: COURSE APPL: 44 / 44
 IN CLAS: F
 PERCENTILE: H.S. GRADES: ACT PERCENT
 KTH / H PROF: ACCEPT REJECT: 1 ACCEPT DATE: 09 / 24 / 76
 H.S. CONDITION: RESIDENCE CODE: 1 COUNTY CODE: 01
 ADVISORY: ADV DEPT(R/G): 44
 FIRST ENTERED: LAST ATTENDED: 09 / 29 / 76
 LAST: TRANS OCCUR: 3 BATCH DATE: 09 / 29 / 76 C

SYSTEM
 RIA AB
 NEXT
 PAGE

ACADEMIC DATA - KEY PF3 FOR SCHEDULE DATA
 CLEAR KEY TO TERMINATE THIS TASK
 ADMQ2

This screen is a product of ADMQ. The student number 1500-00-0103 has been entered, the record was found and displayed. The operator is being requested to display other data, enter another I.D. number or terminate the task.

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85
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